

Imlay City Schools Position Description

Position Title: Building Aide
Department: Borland Elementary
Reports To: Building Principal
Approved By: Superintendent
Date: August 2025

SUMMARY: Responsible for representing the school building and district in a most positive way to students, staff, parents, and total community. Performs work of a general nature that assists with the smooth operation of the building.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- ◆ Assists teachers and principal in maintaining discipline and other functions.
- ◆ Handles attendance reports and related clerical functions if directed to do so.
- ◆ Assists in assembling/hanging materials on bulletin boards and keeping displays current.
- ◆ Operates standard school equipment such as laminator, copier, audiovisual, etc.
- ◆ May escort children to and from various rooms or buses.
- ◆ Provides appropriate first aid in emergencies (if trained).
- ◆ Greets visitors.
- ◆ Supervises students at playtime and maintains a harmonious atmosphere on the playground.
- ◆ Organizes group games and activities.
- ◆ Assumes responsibility for play equipment.
- ◆ Directs movement of groups to and from playground.
- ◆ Supervise the cafeteria as well as any other assigned area in and around the building.
- ◆ Clean tables and other areas of the cafeteria.
- ◆ Other duties as directed by the building principal.

SUPERVISORY RESPONSIBILITIES:

The employee is continuously responsible for the safety, well-being and work output of students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or General Education Degree (GED). Must have a good attendance record in previous and current employment. Previous work in childcare and/or related experience is desired.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and/or staff.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculations.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle or feel objects, operate office equipment; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to push items of 50 pounds such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus (with or without correction).

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually loud at a standard acceptable level for this environment.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.