

# **LOGAN-HOCKING LOCAL SCHOOL DISTRICT**

## ***JOB DESCRIPTION***

**TITLE: AIDE/PARAPROFESSIONAL**

### **INTRODUCTION**

Aides are to perform those duties as assigned by the building principal. The duties and working hours are subject to change according to specific needs. It is the responsibility of the teacher and the principal to plan the work of the aides.

### **QUALIFICATIONS**

- A. An Associates Degree is preferred, but a high school diploma is acceptable.
- B. Aides should exhibit the following desirable personal qualities:
  - 1. Ability to control emotions, especially temper and other emotional traits.
  - 2. The ability to keep school-related matters confidential.
  - 3. The Aide should be adaptable, alert, cooperative, friendly, interested, have a sense of humor, be sincere.
  - 4. Ability to demonstrate computer literacy skills and pass district assessment.
  - 5. Must be “ESEA Highly Qualified” by either having:
    - a. Completed at least two years of study (defined as 48 semester or 72 quarter hours) as verified by a college transcript from an accredited institution of higher education; or
    - b. Obtained an associate (or higher) degree from an accredited institution of higher education; or
    - c. Must have taken and passed the Praxis exam for Paraprofessionals as approved by the Ohio Department of Education.

### **DUTIES AND RESPONSIBILITIES**

- A. All work will be performed under the direction and supervision of the teacher or principal. The following are examples of the duties Aides are expected to perform:
  - 1. Keeping classroom records.
  - 2. Preparing teacher correspondence with parents.
  - 3. Duplicating and collecting instructional materials.
  - 4. Preparing pupil work areas.
  - 5. Keeping bulletin boards current and neat.
  - 6. Work with students that have specific needs as directed by the teacher.
  - 7. Gathering books and materials for the teacher(s).
  - 8. Distribute books and supplies.

9. Assist children with clothing.
10. Conduct assessments of students, with teacher supervision.
11. Operate the POS system during Breakfast and/or Lunch.
  - a. Make deposit
  - b. Send out Balance Due notices
12. Supervision of students.
13. Ensure the safety and welfare of all students.
14. Enforce and abide by individual building and district-wide rules, regulations, and procedures.
15. Notify the building administrator(s) of potential hazards or problems.
16. Complete paperwork as required.
17. Assist students/parents/teacher/administrator requests for assisting students with make-up homework/intervention as assigned by certified staff with the administrator's approval.
18. Other duties as assigned.

B. Aides assigned to Check & Connect Program will be expected to:

1. Communicate frequently with parents, students, teachers, counselors, and administration via phone and email about student progress in the program.
2. Be expected to work directly with teachers to get student classwork, monitor student performance/progress through Infinite Campus, and monitor and organize student work completed for each class.
3. Have good computer skills and be familiar with Google Docs, Google Classroom, and Word processing.

**GOALS OF AN AIDE:**

- To assist in improving the instructional climate of the classroom and school.
- To provide instructional reinforcement to students having the greatest need.
- To assist in linking the community with the school.

This job description as provided herein does not purport to be an exhaustive list of duties but rather indicates a set of responsibilities, which may require the performance of related but unspecified tasks and duties.

Revised: 06/01/2017

Adopted: 6/26/2017