

Position Title	Educational Aide (Non- Title I)		
Department	Elementary Education/Secondary Education		
Reports To	Building Principal		
Revised By	Human Resources	Date(s) Revised	9/5/2025
Approved By	Human Resources	Date(s) Approved	3/24/2026

**SUMMARY:**

The Educational Aide assists the teacher with educational and non-educational activities. The Aide assists in carrying out the program developed by the teacher(s) and support personnel.

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

- ☑ Direct individual and/or small groups of students in teacher-planned instructional activities.
- ☑ Collect and record data as requested by the teacher.
- ☑ Assist the teacher in maintaining the classroom management program.
- ☑ Score and check papers.
- ☑ Prepare instructional materials as directed by the teacher.
- ☑ Prepare and copy materials.
- ☑ Record information for reports as directed by the teacher.
- ☑ Make charts, bulletin boards and other visual material.
- ☑ Supervise students in place of the teacher during staffings, individual instruction or in emergency situations while the teacher is out of the classroom.
- ☑ Consider all classroom behavior and achievements confidential.
- ☑ Other duties as assigned.

**EDUCATION AND/OR EXPERIENCE (REQUIRED AND PREFERRED):**

- ☑ High school diploma or GED preferred.
- ☑ Previous experience in position or school setting preferred.

**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.***

- ☑ Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- ☑ Ability to develop effective working relationships with the students, staff, and community.
- ☑ Knowledge and ability to utilize appropriate technology.
- ☑ Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- ☑ Desire to continue career improvement by enhancing skills and job performance.

**SKILLS AND ABILITIES:**

- ☒ Ability to maintain a high level of professionalism and adherence to Board policy.
- ☒ Ability to read and interpret documents.
- ☒ Ability to effectively write detailed reports and correspondence.
- ☒ Ability to communicate well, both verbally and in writing, in relation to department duties and responsibilities.
- ☒ Ability to speak in front of large and/or small groups.
- ☒ Bilingual communication skills preferred.

**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.*

- ☒ Must have the ability to travel in personal or school district vehicle.
- ☒ Must be flexible regarding scheduling, working conditions and location of work.
- ☒ May require some physical exertion.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ☒ Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

*The information contained in this job description is for compliance with the Americans 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.*