

Hutchinson Public Schools Job Description

Job Title: Educational Aide- Title Building
Department: Elementary Education
Reports To: Building Principal/
FLSA Status: Nonexempt
Prepared By: Human Resources
Prepared Date: January 9, 2002
Approved By: Board of Education
Approved Date: June 24, 2002
Reviewed/Updated: March 17, 2008, May 5, 2011, June 3, 2014, June 12, 2017

SUMMARY

Performs any combination of following instructional tasks in classroom to assist teaching staff of public school by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following: Other duties as assigned.

- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Plans, prepares, and develops various teaching aids such as charts and graphs.
- Presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Assists teacher with grades and grade management.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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

Associate's degree (A.A.) or equivalent from two-year college or 48 college hours or passage of Work Keys test.

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 customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Ability to use basic computer programs such as Word and Excel.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

None.

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; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 moderate.

ACKNOWLEDGMENT

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Further, this Job Description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by USD 308 or myself.

Signature: _____ Date: _____

Printed Name: _____