

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Building Aide

WORK SCHEDULE: AAS – 9 months/189 contract days

REPORTS TO: Principal

PAY RATE: 15.27 per hour

JOB SUMMARY: Monitor students during designated times throughout the day including meal times, playground and outside at crosswalks. This position also entails basic office assistance, as needed between student monitor assignments.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High school diploma
- Must obtain a Student Monitor Permit through the ODE

ESSENTIAL FUNCTIONS:

- Ensure safety of students
- Assist with cleaning and sanitizing tables during and after lunch
- Assist with cleaning and sanitizing desks and other surfaces as needed
- Follow rules, regulations and policies of the school lunch program
- Maintain orderly transition of students in and out of cafeteria and recess
- Assure that every student has an opportunity to eat their lunch undisturbed
- Make sure that students clean up after their meals
- Follow building lunch and recess management plan
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student health, restriction records
- Interact in a positive manner with staff, students and parents
- Working knowledge of the district safety plan.
- Manage building recess equipment.
- Attend meetings and in-services as required
- Clerical tasks as assigned including but not limited to filing, making copies, etc. at the direction of the building principal

EXPECTATIONS:

- Respond to routine questions in an appropriate manner
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Ability to work effectively with others
- Ability to maintain student behavior
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Perform other duties as assigned by the building principal

OTHER CONDITIONS:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Name: _____

Date: _____

Revised May 2025