JOB DESCRIPTION

TITLE: **Aide**

DEFINITION:

"Aide I" - personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide, or general aide.

"Aide II" - personnel referred to in the Aide I classification who have completed a training program approved by the State Board of Education, or who hold a high school diploma or who have received a general educational development certificate. Only personnel classified in at lease an Aide II class title shall be employed as an aide in any special education program and have one year's experience as an aide in special education.

"Aide III" - personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.

"Aide IV" - personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education, or who have completed fifteen hours of state board-approved college credit at a regionally accredited institution of higher education and have successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

"Aide V (Special Education Assistant Teacher) Temporary Authorization" - personnel who do not possess the minimum requirements for the Aide V permanent authorization but are enrolled in and pursuing requirements for a special education assistant teacher as prescribed by the state board of education. No service person shall be entitled to receive the paygrade associated with this classification unless he or she has applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification.

"Aide V (Special Education Assistant Teacher) Permanent Authorization" - personnel who hold a high school diploma or a general educational development certificate and who have completed the requirements for a special education assistant teacher as prescribed by the state board of education. No service person shall be entitled to receive the paygrade associated with this classification unless he or she has applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification.

"Aide VI (Behavioral Support Assistant Teacher) Temporary Authorization" - personnel who do not possess the minimum requirements for the Aide VI permanent authorization but are enrolled in and pursuing requirements for a behavioral support assistant teacher as prescribed by the state board of education. No service person shall be entitled to receive the paygrade associated with this classification unless he or she

has applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification.

"Aide VI (Behavioral Support Assistant Teacher) Permanent Authorization" - personnel who hold a high school diploma or a general educational development certificate and who have completed the requirements for a behavioral support assistant teacher as prescribed by the state board of education. No service person shall be entitled to receive the paygrade associated with this classification unless he or she has applied for and been selected to fill a posted position which specifically requires the successful candidate to hold or be enrolled in and pursuing the requirements for the classification.

QUALIFICATIONS:

1. High school diploma or equivalency;
2. Able to communicate with adults, follow instructions, accept supervision, and be compatible to working with children;
3. Current CPR training;
4. Capable of lifting and maneuvering wheelchairs up/down ramps and on/off lifts;
5. Able to handle and care for wheelchairs, braces, crutches, etc., and be able to administer medication to students as needed, only when the following conditions are met:
    a. Written directions from the attending physician that includes the requirements specifying frequency and methods of administration, and a description of the anticipated reactions of the student to the medication;
    b. Written parental consent;
    c. Written authorization from the Superintendent or the Superintendent's designee;
    d. Medication is in properly labeled containers to ensure positive identification of the student, medication, and dosage to be administered;
    e. Medication is stored in a secure location.
6. Pass the approved West Virginia Service Personnel Competency Test for Aide;
7. Training and experience that would lead to successful employment as an Aide in the Aide category as required for a specific position;
8. Actively pursuing or completed the requirements and experience for the position as prescribed by the state board of education (Aides V and VI)
9. Supervisory skills that would allow one to act as a supervisory aide; and
10. Meet health requirements as set forth by West Virginia State Code and local policy.

REPORTS TO: Building Administrator

JOB GOAL:

Bus Aide (Aide III or IV) - To assist in providing safe transportation so that students may enjoy the fullest possible advantages from the county's curriculum and extracurricular programs. To be a supervisory aide in the absence of professional educators.

Classroom Aide (Aide III, IV, V, or VI) – To provide a well-organized and smoothly functioning classroom environment in which teachers and students have full advantage of available resources. To provide for

the needs of identified special education students and to provide them with the physical help and emotional support they need to gain full benefit from school. To be a supervisory aide in the absence of professional educators.

CONTRACT TERM: 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Meet children at designated bus stops and schools and help them to the school and bus.
2. Collect and provide to the school or transportation office those items left on the bus by children.
3. Alert administrators or individuals on bus duty to any concerns or special information about children.
4. Work with and assist students designated to be special education or requiring special needs.
5. Perform tasks as directed by teacher (making copies, packets, etc.)
6. Perform or assist children to perform those functions that they are incapable of doing, i.e. feeding, toileting, dressing, etc.
7. Assist children who need help at the school entrance in the morning/evening, take children to the classroom/entrance/bus and help those children prepare for school.
8. Under the supervision of the teacher, work with small groups of students to reinforce material introduced by the teacher.
9. Check and record student attendance, as needed.
10. Distribute and collect instructional materials.
11. Read to students, listen to students read, and participate in other forms of oral communication with students.
12. Assist students with mastering equipment or instructional materials assigned by the teacher.
13. Assist with lunch, snack and other routine clean up.
14. Develop bulletin boards and instructional materials, as directed by a teacher.
15. Assist students with media center and/or library activities and related arts classes.
16. Work with individual students under the direction of a teacher.
17. Make reports, record data, administer tests, etc., as directed by a teacher.
18. Perform care procedures for students with special needs. These may include suctioning, nasogastric tube feeding, catheterization, and dietetic testing.
19. Maintain a high level of ethical behavior and confidentiality of information about students.
20. Demonstrate the ability to remain and respond calmly and objectively to a variety of situations.
21. Provide a variety of behavior management techniques in a crisis situation.
22. Assist with maintaining a structured learning environment through appropriate organization of time, space arrangements, and material organization.
23. Implement established rules, instructions, preventive discipline, and other environmental stimuli to bring about significant changes in student functioning.
24. Follow lesson plans developed for instructional, social, academic, and emotional skills and objectives.

25. Participate in staff development training for the purpose of enhancing skills.
26. Other duties as assigned by administration.

NON-ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.
5. Attend state and local meetings concerning instruction.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and 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 frequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and a variance of cold and heat.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.