HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WV 26047

Salary based on experience and education level per HCBOE salary schedule plus competitive benefits package equal to approximately 44% of direct compensation.

AIDE II, III, and IV

TITLE: **Aide II, Aide III and Aide IV**

Aide II – means those personnel referred to in the "Aide I" classification who have completed a training program provided by the state board of education, or who hold a high school diploma or have received a general educational development certificate or special education aides with or without the above training.

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

Aide IV – means those personnel referred to in the "Aide I" classification who hold a high school diploma or a general educational development certificate and who have completed 18 hours of state board approved college credit at a regionally accredited institution of higher education or who have completed 15 hours of accredited institution of higher education and successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

QUALIFICATIONS: High school education required or its equivalent. Aptitude for working with students and teachers required. Must have physical ability and stamina to perform all duties outlined. Previous experience in a Kindergarten/Early Childhood Program preferred.

REPORTS TO: Principal, teacher, supervisor/director, superintendent

JOB GOALS: The aide is under the supervision of the principal, teacher or supervisor and provides general assistance to students, teachers and assists with clerical tasks.

PERFORMANCE RESPONSIBILITIES:

A. Performs duties efficiently and productively.

- To aid in lunchroom monitoring and sometimes clean-up as required.
- To assist students in their movement about the building and on and off the school bus
- To assist students with bathroom facilities and any other necessary requirements in this area.
- To maintain constant surveillance of the students as outlined by the teacher and principal and is legally and morally responsible for the supervision of the student.
- To insure the safety and comfort of the student as it is deemed necessary by the principal and teacher.
- To obtain knowledge of operation of any equipment required by the student.
- To supervise on the playground
- To supervise indoor activities in lieu of playground on days of inclement weather.
- To supervise the loading and unloading of buses (where required).
- Prepare classroom activities such as set up audio visual equipment, overhead projectors, tape recorders, etc.
- To ride and supervise on the school bus where required.
- May assist handicapped students in the classroom, restroom or playground and moving in and out of the building; also, diaper changing, feeding, lifting and potty training. Specialized health care procedures.
- Operate office machines for teachers.
- Instruction duties consisting of teacher-directed assistance; works with small groups of children, reading/story telling,
- Assists teacher with non-instructional classroom duties, such as snacks, toilet, and clothing routines.
- Assists small groups of students in the library.
- Assists in preparing class displays and bulletin boards.
- Maintains a safe and orderly environment.
- Insure that protective safety devises are in use and fastened properly.
- Helps bus operator with care and cleaning of the bus.
- Assists operator in pre- and post-trip inspection.
- Checks notebooks, corrects papers, and supervises testing and make-up work.
- Classroom housekeeping.
- Preparation and care of instructional materials
- Maintenance and care of equipment.
- To follow county policy and procedures.
- To perform duties efficiently and productively.
- To perform other related tasks as assigned by the teacher, principal or supervisor.
- Lifting students with special needs is required – approximately 30 to 100 lbs.
- Moving a minimum of 50 lbs.
- Pushing and pulling a minimum of 50 lbs. when needed for students with special needs (Wheelchairs)

- Climb stairs on bus/in schools.
- Bending/kneeling
- Special Education – Aquatic water program is special needs students are involved.
- If special needs student(s) requires any *HEALTH PROCEDURES* – aide is required to perform these duties to any special education student at that location.
- Maintains confidentiality for each student.
- Telephones parents when requested to do so in order to notify them of schedule changes.
- Any other tasks assigned by principal, teacher or supervisor.

B. Maintains and/or upgrades skills.

- Participates in required in-service training.

C. Maintains positive work habits.

- Have the ability to develop and maintain an effective working relationship with others.
- Maintains positive work attitude and habits.
- Maintains a professional appearance.
- Is the punctual and minimizes absences
- Takes initiative in performing assigned tasks
- To promote positive public communications.
- Cooperate with principal and teachers in any way necessary to enhance the overall learning situation.

EVALUATION: Performance of this job will be evaluated **twice a year for employees with a continuing contract and three times a year for employees with a probationary contract.** This is in accordance with provisions of the Hancock County Board of Education Policy on Evaluation of Service Personnel.