RALEIGH COUNTY SCHOOLS
Job Description

POSITION: Aide I, II, III, IV

IMMEDIATE SUPERVISOR: Principal (Transportation Director in the case of Transportation Aide)

FLSA STATUS: Non-exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by RCBOE

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Raleigh County Salary Scale, **Pay Grade B, C, D, or E**; commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and RCBOEôs Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: The Aide assists the teacher(s) in a variety of ways to implement the instructional program including working directly with children in small groups or on a one-to-one basis; to establish effective rapport with students assigned to the classroom; to motivate students to develop attitudes and knowledge needed to provide a good educational foundation, in accordance with each pupilôs ability. The Aide assigned to a school bus assists with the supervision of student passengers on the bus, including securing student passengers in various types of restraint.

PERFORMANCE RESPONSIBILITIES:

- Assists teacher as needed with planning, preparation, and distribution of classroom materials.
- Conducts learning games with students according to established procedures.
- Maintains regular attendance and complies with State Law and County policies and regulations.
- Maintains an environment that is safe for students and conducive to learning.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Assists with supervision and instruction of children; copying, cutting, coloring, etc., to construct materials and bulletin boards.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.

- Assists in implementing lessons based on district and school objectives and needs and abilities of students.
- Assists with supervision of student passengers on buses and maintains a safe traveling environment.
- Attends in-services and workshops as directed.
- Maintains confidentiality, unquestionable integrity.
- Assists the teacher in supervision of children in the classroom and to various locations in the school including, but not limited to, instructional areas, the cafeteria, and the bus.
- Participates in bus duty, hall monitoring, lunchroom duty, playground duty and other duties assigned by the building supervisor or principal.

(Please see appropriate Appendices to this job description for job responsibilities for aides in special needs classrooms)

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of ñQualificationsò in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.
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.

ñ**Aide I**ô means those personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide. ó**Aide II**ô means those personnel referred in the óAide Iô classification who have completed a training program approved by the state board, or who hold a high school diploma or have received a general educational development certificate. Only personnel classified in an Aide II class title may be employed as an aide in any special education program. ó**Aide III**ô means those personnel referred to in the óAide Iô classification who hold a high school diploma or a general educational development certificate and 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 yearôs experience as an aide in special education; ó**Aide IV**ô means personnel referred to in the óAide Iô 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 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.ò (Pursuant to WV Code §18A-4-8)

- Ability to effectively present information and respond to questions from administrators, students, staff and the general public consistent with the duties of this position.

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.
- Ability to interface effectively with other departments, school personnel, maintenance staff and business contacts outside of Raleigh County Schools.
- Ability to work with children and ability to work with adults.
- Ability to work with individuals and groups of students to support academics and behavior management.
- Ability to demonstrate patience while working with children.
- Ability to learn new skills; flexibility and willingness to perform a variety of tasks.
- Ability to work well with others, follow written and oral directions and complete assignments given.
- Ability to establish and maintain effective working relationships with students, peers, parents and staff members.
- Self-motivated and works without direct supervision.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions whether furnished in written, oral, diagram, or schedule form consistent with the duties of this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in a full compliance with county requirements and Board Policies.
- Ability to promote harmonious working relationships with staff and outside business representatives.
- Oral and written communication skills consistent with the duties of this position.
- Interpersonal relationship skills consistent with the duties of this position.

PHYSICAL DEMANDS:
The physical demands described 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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 50 pounds (100 pounds vertically for Special Education and Transportation positions)** of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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 moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.