

Special Education Aide/Supervisory Aide/Bus Aide—Kingwood Elementary

Posting Dates: October 28-November 3, 2025

Shift: Anticipated 7:00 am-3:00 pm

Employment Term: 200 days; prorated for the 2025-2026 school year

Salary Range: Pay Grade D

THIS POSITION MAY REQUIRE RIDING A BUS AND SPECIALIZED HEALTH CARE

To assist the teacher in meeting the intellectual, physical, and emotional needs of students.

The aide is directly accountable to the principal and teacher assigned.

Qualifications:

- Must have attained a high school diploma or GED equivalent.
- Must pass the West Virginia required competency test.
- Show a sincere interest in working with children.
- Be able to communicate appropriately with adults and children.
- Be willing to participate in in-service.

Terms of employment:

Aides are employed 200 days at a salary designed in the county salary scale which coincides with the classification.

Performance Standards/Indicators:

1. Work Habits

- Display a positive attitude;
- Follow state and county laws and school policies;
- Meet schedules;
- Maintain a clean, uncluttered work area;
- Manage stressful situations;
- Require minimum supervision;
- Be punctual;
- Be dependable;
- Accept suggestions and constructive criticism;
- Follow instructions.

2. Work Duties and Performance

- Tutor students as instructed;
- Reinforce concepts presented by teacher;
- Work with small groups and individuals as directed;
- assist teacher in supervision of students;
- Prepare instructional materials;
- Operate equipment;

- Help with paperwork;
- Assist in housekeeping;
- Take care of physical needs of students, as directed,
- Assist bus operators and teachers in meeting special needs of students;
- May be required to ride bus/supervise students as assigned;
- May be required to complete autism training;
- May be required to complete specialized training;
- May be required to complete restraint training.

3. Professional Development

- Attend in-service and job related training programs;
- work toward skill improvement and efficiency.