

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – AIDE

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 “Qualifications” 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.

- 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 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.
- 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.
- Ability to perform oral and written communication skills consistent with the duties of this position.
- Ability to be self-motivated and work without direct supervision.

Aide I means those personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide. **Aide II** means those personnel referred in the ‘Aide I’ 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. **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 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** means 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 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. (Pursuant to WV Code §18A-4-8)

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Non-Exempt

Evaluation: Performance in this position will be evaluated annually by the principal and/or assistant principal in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

Term of Employment: 200 Days

Salary: Pursuant to WV Code §18A-4-8a
Pleasants County Schools Salary Scale
Commensurate with Experience and Education Level

Expectations / Duties and Responsibilities:

- Assists the teacher in delivering lessons based provides supports to students based on individuals needs and abilities.
- Assists teacher as needed with planning, preparation, and distribution of classroom materials.
- Prepares lesson materials, bulletin board displays, exhibits, equipment and demonstrations.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.
- Distributes teaching materials such as textbooks, workbooks, papers and pencils to students.
- Plans, prepares and develops various teaching aids such as charts, graphs, etc.
- Assists with constructing materials and the design of bulletin boards.
- Assists the teacher and/or supervises students in the classroom and to various locations in the school including, but not limited to, instructional areas, the cafeteria, playground, the bus and on field trips.
- Does data entry, lamination, filing, duplication of materials and uses technology as needed.
- Participates in bus duty, hall monitoring, lunchroom duty, playground duty and other duties assigned by the principal/assistant principal.
- Attends professional development opportunities as directed.
- Maintains an environment that is safe for students and conducive to learning.
- Ensures protective/safety devices are in use and properly fastened in classroom and/or on bus.
- Anticipates and effectively responds to unforeseen crises associated with working with groups of students.
- Maintains regular attendance and complies with State Law and County policies and regulations.
- Attends faculty meetings and serves on committees as required.
- Adheres to established laws, policies, rules and regulations.
- Maintains confidentiality in accordance with state and district policies.
- Provides leadership as applicable in implementing his/her duties.
- Exercises good judgment and decision-making skills.
- Exhibits proper hygiene in personal care, appearance, and professional dress.
- Demonstrates ability to administer Adult and Child CPR first aid.
- Carries out therapeutic regiments such as behavior modification and personal development programs, under the supervision of the regular/special education teachers, psychologists, occupational therapists, physical therapists or speech pathologists.
- Provides students with disabilities with assistive devices, supportive technology and assistance accessing facilities such as restrooms.
- Assists with supervision of student passengers on buses and maintains a safe traveling environment.

Transportation

- Rides the bus and assists/works cooperatively with the bus driver to assure safe loading and unloading of students with disabilities at the designated bus stops.

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.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Amended: December 6, 2016