

# Internal Posting

## Delavan-Darien School District Educational Support Personnel Position

**Posting Date:** July 19, 2021

**Job Title:** Educational Aide

**Location:** District; Turtle Creek Elementary

**Number of Hours per Day:** 5 hours per day; 25 hours per week

**Starting Date:** September 2021

**Completed Application Materials due by:** July 26 or until filled

**Qualifications:** The purpose of positions in this classification is to supervise students on the playground, cafeteria and other areas and to provide assistance to teachers and staff as required. Positions in this classification perform pupil supervision in the cafeteria, on the playground, and in the classroom. Students under supervision may include cognitively, emotionally or learning disabled. Employees have direct contact with students. Incumbents work under close supervision of and take general direction from the Building Principal. These positions are for the school year.

Qualified Educational Aides require a high school diploma and have completed two years of post-secondary education (48 credits) or an associate's degree or have met a rigorous standard of quality and be able to knowledge of and the ability to assist in instructing in reading, writing, and mathematics (or, as appropriate, reading readiness writing readiness, and mathematics readiness) by taking and passing one of the Hiring Requirements Options. Qualified candidates also have knowledge of basic record keeping techniques; experience working with children, preferably with children with special needs; general knowledge of computer usage and ability to use MS Word, MS Excel, Google Documents; and experience with operating and maintaining iPads, Chromebooks and digital video equipment. A valid Wisconsin motor vehicle operator's license may be required. Bilingual in Spanish is a plus.

**Submit your application materials using the WECAN system at the following web address:**

**<http://services.education.wisc.edu/wecan>.** (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*

## Job Description

<b>Position Title:</b> Educational Aide	<b>Department:</b> Instructional Services
<b>Classification:</b> Support Staff	<b>FLSA:</b> Non-exempt
<b>Reports To:</b> Principal	<b>Adopted:</b> May 2021

### PURPOSE

The purpose of positions in this classification is to supervise students on the playground, cafeteria and other areas and to provide assistance to teachers and staff as required.

### Distinguishing Features of the Classification

Positions in this classification perform pupil supervision in the cafeteria, on the playground, and in the classroom. Students under supervision may include cognitively, emotionally or learning disabled. Employees have direct contact with students. Incumbents work under close supervision of and take general direction from the Building Principal. These positions are for the school year.

### Qualifications

Qualified Educational Aides require a high school diploma and have completed two years of post-secondary education (48 credits) or an associate's degree or have met a rigorous standard of quality and be able to knowledge of and the ability to assist in instructing in reading, writing, and mathematics (or, as appropriate, reading readiness writing readiness, and mathematics readiness) by taking and passing one of the Hiring Requirements Options. Qualified candidates also have knowledge of basic record keeping techniques; experience working with children, preferably with children with special needs; general knowledge of computer usage and ability to use MS Word, MS Excel, Google Documents; and experience with operating and maintaining iPads, Chromebooks and digital video equipment. A valid Wisconsin motor vehicle operator's license may be required.

### Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors students during assigned periods within a variety of school environments and on-field trips. Enforces behavior codes, monitors child safety, administers first aid and follows the school's behavior response protocol in responding to student behaviors.
- Supervise students on the playground, cafeteria, and other areas during the school day. Monitor student behavior and deal with issues as appropriate.
- Assist in planning and implementation of appropriate behavior to individual, small and/or large groups of students. Assist in the development and implementation of student and school discipline programs.
- Promote acceptance of differences with students, staff and community.
- Assists with student testing and screenings. Student supervision before and after school.
- Maintain confidentiality
- Assists teacher(s) with academic support and supplemental educational lessons.
- Performs other duties within the scope of employment and classification as assigned.

### Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

### **Language & Mathematical Ability and Interpersonal Communication**

- Ability to prepare routine correspondence, memos, accident/incident reports, forms and announcements using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate clearly and effectively, both orally and in writing with teachers, students, principals, delivery personnel, service/repair personnel, parents and community members.
- Ability to use technology to accomplish job responsibilities that may include basic knowledge of e-mail, word processing, and spreadsheet software.
- Ability to comprehend and interpret a variety of documents including student records, school forms, diagrams, lesson plans, schedules, test answer sheets, handbooks and guidelines and procedures.
- Works positively and collaboratively with all staff, students, parents/guardians and community members to meet the needs of students.
- Contributes to the development and maintenance of positive public relations between DDSD and the community.
- Communicates effectively and respectfully with students, using language and tone appropriate to the student and situation.
- Ability to add, subtract, multiply and divide, and calculate percentage, fractions, and decimals.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. Requires the ability to communicate effectively using speech, vision and hearing. Requires the use of hands for simple grasping and fine manipulations. Occasionally requires bending, squatting, crawling, climbing, reaching. Requires the ability to lift, carry, push or pull light weights, up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text. Verbal and auditory communication are both frequently involved.

### **Environmental Adaptability**

The work environment is a standard school setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee may be exposed to bloodborne pathogens.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.