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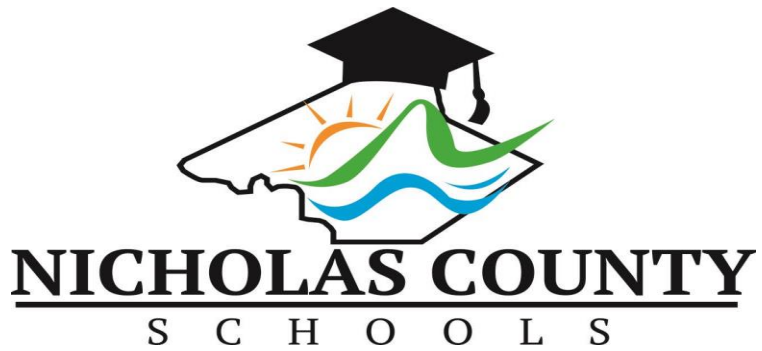
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Dr. Donna Burge-Tetrick



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Phone 304-872-3611
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Job Description

Position: Aide

Classification: Service

Reports to: Building Principal, Assistant Principal

Evaluation: Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
3. Criminal background check per WV Code §18-5-15c
4. The ability to perform the job duties and responsibilities of the position as contained in the Job Description

Title:

“Aide I” means a person selected and trained for a teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide.

“Aide II” means a service person referred to in the “Aide I” classification who has completed a training program approved by the state board, or who holds a high school diploma or has received a general educational development certificate. Only a person classified in an Aide II class title may be employed as an aide in any special education program.

“Aide III” means a service person referred to in the “Aide I” classification who holds a high school diploma or a general educational development certificate; **and**

- a) Has completed six semester hours of college credit at an institution of higher education; or
- b) Is employed as an aide in a special education program and has one year’s experience as an aide in special education.

“Aide IV” means a service person referred to in the “Aide I” classification who holds high school diploma or a general educational development certificate; **and**

- a) Has completed eighteen hours of State Board-approved college credit at a regionally accredited institution of higher education, or
- b) Has completed fifteen hours of State Board-approved college credit at a regionally accredited institution of higher education; and
- c) has successfully completed an in-service training program determined by the state Board to be the equivalent of three hours of college credit.

Job Summary:

To perform duties to assist teacher and student with daily classroom activities. May be assigned to assist students with school travel

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Performance Responsibilities:

- Performs duties as outlined by the classroom teacher.
- Keeps files of the children’s work, test scores, health services, etc.
- Prepares routine notices concerning activities, meetings, etc.
- Conducts activities for students with directions firmly established by the teacher.
- Monitors testing and classroom tasks assigned to students.
- Corrects activities assigned to students.
- Operates audiovisual equipment during instructional duties.
- Secures materials for instructional programs through proper channels.
- Prepares material for instruction as outlined by the classroom teacher.
- Available for consultations with parents.
- Complies with in-service training required by Nicholas County Schools.
- Keeps records as needed to accomplish evaluation for programs and sees that all information on students is current and available for review at all times.

- Keeps a skill mastery list on each student up to date in cooperation with classroom teacher where required.
- Rides buses with students as assigned and assists in maintaining discipline on the bus
- Assist students in boarding and disembarking from buses
- Secure students in seats with approved safety equipment for buses
- Maintains positive work habits.
- Performs duties efficiently and productively.
- Maintains and/or upgrades job-related skills.
- Performs other related tasks as assigned by the principal or superintendent of schools
- Always develops and maintains a safe work environment

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 fifty (50) pounds of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and 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

Revised April 18, 2023