

**Classroom Aide**  
Job Description  
USD 108 Washington County Schools

**Purpose:** The Classroom Aide assists the Instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks the Classroom Aide works closely with the staff and administration of the USD 108.

**Qualifications:**

1. High School diploma or equivalent.
2. Certification of Health for School Personnel on file in the District Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate.
5. Maintain the confidentiality of district documents, business conversations and student information.

**Reports To:** Building Principal

**Rate of Pay:** Established in Employment-At-Will Contract of Employment

**Terms of Employment:** As per Board policy and regulations

**Hours Per Week:** Established by Superintendent

**Classification:** Classified Employee / At-Will

**General Responsibilities/Functions:**

1. Support the value of an education.
2. Support the philosophy and mission of USD 108.
3. Regular attendance and report to work on time.
4. Provide courteous, helpful service
5. Work effectively with students, teachers, parents, community agencies and other groups.
6. Work to create a team atmosphere within the school setting.
7. Maintain appropriate professional appearance.
8. Assist with playground and lunchroom supervision.
9. Other duties as assigned by the Building Principal.

**Physical Requirements/Environmental Conditions:**

1. Must work in noisy and crowded environments, with numerous interruptions.
2. Requires stooping, bending, kneeling, reaching, and turning.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified personnel. Evaluation will be performed by the Building Principal.