

WINDBER ARE SCHOOL DISTRICT JOB DESCRIPTION

Department: Instruction

Standard Title: Aide

Primary Function:

An Aide will execute all assigned duties required for effective building/classroom instruction.

Supervision Received:

An Aide is directly responsible to the Building Principal and/or his/her designee.

Essential Duties:

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment.
3. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
6. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
7. Distribute tests and homework assignments, and collect them when they are completed.
8. Enforce administration policies and rules governing students.
9. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
10. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
11. Observe students' performance, and record relevant data to assess progress.
12. Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
13. Organize and supervise games and other recreational activities to promote physical, mental, and social development.
14. Participate in teacher-parent conferences regarding students' progress or problems.
15. Plan, prepare, and develop various teaching aids such as charts, and graphs.
16. Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
17. Assist in bus loading and unloading.
18. Assist librarians in school libraries.
19. Attend staff meetings, and serve on committees as required.

20. Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.
21. Collect money from students for school-related projects.
22. Laminate teaching materials to increase their durability under repeated use.
23. Assist students with computer hardware and software use.
24. Monitor classroom viewing of live or recorded courses.
25. Operate and maintain audiovisual equipment.
26. Requisition and stock teaching materials and supplies.
27. Type, file, and duplicate materials.
28. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
29. Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
30. Design bulletin boards for the purpose of helping make the room and areas more attractive and for conveying information.
31. Maintain instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements.
32. Monitor students during assigned periods within a variety of school environments (e.g. lunch, bus stops, playground, classroom, restroom, field trips, public transportation, assemblies, kitchen, etc.) for the purpose of maintaining a safe and positive learning environment.
33. Perform clerical tasks (e.g. making copies, filing, etc.) for the purpose of helping the teacher get instructional materials ready.
34. Provide instruction, under the supervision of the teacher, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, giving oral tests, etc.) for the purpose of reinforcing instructional objectives, and ensuring students' success in school.

Secondary Duties:

1. Assist in the implementation of the daily program under the direction of the teacher.
2. Assist in planning and preparing the learning environment, setting up learning centers and preparing needed materials and supplies.
3. Supervise the classroom when the teacher is out of the room.
4. Assist with general housekeeping tasks.
5. Assist the teacher in any other appropriate ways.
6. Maintain professional attitudes and loyalty to the school.
7. Treating all children with dignity and respect.
8. Attend all staff meetings and recommended training programs and conferences.
9. Participate in professional workshops that work for the improvement of education.
10. Maintain confidentiality about children, their families, and other employees outside the school.
11. Supervise outside playground activities.
12. Perform duties as assigned by the Superintendent and/or his/her designee.

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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Stand/Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. **SKILLS** are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
2. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
3. **KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
4. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.
5. **ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment.
6. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
7. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment.

8. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.
9. Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.
10. High School diploma or equivalent.
11. Criminal Justice Fingerprint/Background Clearance

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the compensation plan.