CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION

Position: Aide

Reports to: Teacher, Office Staff or Principal

Employment Status: Regular/Part-time

FLSA Status: Non-Exempt

Description: Assist teachers or front office staff with classroom and office duties; assist teacher in providing additional assistance in the required subject and/or monitor students at lunch, recess and study hall

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Work with students both individually and in small groups
- Assist students with classwork
- Play learning games
- Assist students with programmed materials
- Assist with recess supervision, restroom breaks, etc.
- Assist students with make-up work if absent
- Promote good social relationships between children
- Prepare materials for class projects
- Grade papers
- Assist students with toiletry needs as necessary-if messy all over, then call parents
- Duplicate materials for class
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student records; free/reduced lunch forms; student test scores
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- By example, instill in students the belief in and practice of ethical principles and democratic values
- Assist in the school office as needed
- Assist with special school projects, e.g., closed-circuit television productions
- Chaperone field trips
- Make school related telephone calls for teacher (N/A)
- Administer first aid to children as necessary
- Perform correspondence, including reports and such other correspondence as may be required-for the teacher
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Supervise general housekeeping duties
- Keep permanent records up-to-date
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the teacher, office staff or Principal

Qualifications:

- Less than one year related experience
- High school diploma or general education degree (GED)
- Two years of higher education; associate's degree or higher; *or* passing score on State Parapro Assessment

Required Knowledge, Skills, and Abilities:
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic computer skills and excellent keyboarding skills
- Ability to be flexible and adaptable to changing situations
- Student management skills

Equipment Operated:
- Computer
- Copy machine
- Printer
- Telephone
- Fax machine
- Calculator
- Typewriter

Additional Working Conditions:
- Exposure to blood, bodily fluids and tissue occasionally
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays, except calamity days
- Interaction among unruly children
- Requirement to travel
- Evening/weekend/summer work
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop
- Occasional carrying/lifting paper and other classroom supplies up to a maximum of 25 pounds

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

_____ _____

Superintendent or designee Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

_____ _____

Signature Date

Adoption date: 3-22-10