



## GENERAL SCHOOL AIDE

### Qualifications:

1. High School diploma required
2. Successful passing of the Para-Pro Assessment preferred
3. 60 or more college credits preferred
4. Substitute certification preferred
5. Successful experience working with children
6. Ability to communicate effectively with students, parents, and staff
7. Knowledge of child growth and development
8. Physical ability to lift or assist students
9. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Certified Classroom Teacher, Building Principal

**Job Goal:** To provide monitoring and services under the direction of the Building Principal

### Duties and Responsibilities:

1. Assist the classroom teacher in the delivery of an effective instructional program
2. Assist the classroom teacher with the implementation of the classroom behavior management/modification program
3. Assist with individualized instruction and work with small groups of students under the direction of the classroom teacher to reinforce material initially introduced by the teacher
4. Assist students with various projects, crafts, and curriculum tasks
5. Read to students, listen to students, and participate in other forms of oral communication with students
6. Distribute and collect workbooks, paper, and other materials for instruction
7. Check notebooks, correct papers, and supervise testing and make-up work as assigned by the teacher
8. Assist in taking care of the physical needs of the students including putting on and taking off of outerwear, moving from room to room, and using the lavatory
9. Assist, where appropriate, in loading and unloading students from transportation buses or vans. Also includes occupant restraint system.
10. Aid physically handicapped children, particularly those who rely upon appliances and prosthetics
11. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
12. Help the teacher plan and maintain bulletin boards and other classroom learning displays
13. Monitor students on the playground and in the cafeteria to ensure safety and appropriate activities
14. Maintain proper playground and cafeteria behavior
15. Direct the dismissal of students from the playground or cafeteria
16. Inspect playground conditions and report needed maintenance to the Principal
17. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** As per agreement with the Board of Education

**Salary:** Based on the Board-approved rate.

**Evaluation:**

Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: August 23, 1994**  
**Amended: March 13, 1995**  
**Amended: August 13, 2001**  
**Amended: March 13, 2006**  
**Amended: October 16, 2018**