

TRIAD LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	EDUCATIONAL AIDE	File 501
Reports to:	Principal and assigned teacher	
Job Objective:	Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.	
Minimum Qualifications:	<ul style="list-style-type: none">• Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Valid state department of education permit appropriate for the assignment.• Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).• Self-directed, congenial disposition, and strong diplomacy skills.• Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear. Acquires basic proficiency in skills that support student needs (e.g., sign language, finger spelling, etc.).• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher. Maintains a positive learning environment.• Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.• Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.• Assists with student mobility needs. Helps students use assistive and/or augmentative devices.• Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).• Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).• Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.• Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.• Actively participates in programmed recreational activities as directed.• Supervises rest periods when applicable.• Monitors ill students until a parent/guardian arrives.• Respects personal privacy. Maintains the confidentiality of privileged information.• Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.• Upholds the student conduct code. Maintains high expectations for behavior and performance.• Works with the classroom teacher to address persistent behavior problems.• Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).• Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.• Reports suspected child abuse and/or neglect to civil authorities as required by law.	

- Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions/changing conditions. Meets deadlines despite time constraints.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Triad Local School District Board of Education.

The Triad Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.