

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	PRESCHOOL AIDE	File 503
Reports to:	Principal and assigned teacher	
Job Objectives:	Performs a variety of classroom support and personal care services to help students achieve IEP goals and productive learning experiences.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Self-directed and able to learn required skills for the position.· Ability to manage students with physical and mental disabilities.· Congenial disposition and strong diplomacy skills. <p><i>Note:</i> Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.</p>	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. 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.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Helps students with a wide range of maturity and developmental levels learn appropriate social skills. Reinforces concepts introduced by the teacher. Maintains a positive learning environment.· Encourages student creativity using music, art, and play activities. Helps develop activities that address the learning styles of each student.· Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.· Assists with student mobility needs. Helps students use assisted and/or augmentative devices.· 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.· Prepares snacks. Helps students with hand washing routines. 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 staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Maintains high standards for student conduct. Teaches school/classroom rules. Upholds the student conduct code.
- Works with the teacher to address persistent behavior problems. Carries out behavior improvement plans. Charts student behavior as directed.
- Supervises non-classroom duties as directed (e.g., arrival/departure, lunch, recess, field trips, etc.).
- Promotes the proper use and care of school property. Helps keep track of school materials sent home with students.
- Reports evidence of suspected child abuse as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Prepares displays and bulletin boards as directed.
- Prepares classroom equipment for use (e.g., games, computers, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- Participation in conferences, open houses, and other school events may be required.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related

- supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.

- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.