

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TEACHER AIDE	File 504
Reports to:	Principal and assigned supervisor	
Job Objectives:	Performs a variety of general office, non-teaching classroom support, and student supervision, and personal care services. <i>Note:</i> Duties may vary based on building assignment and change without prior notice to address unexpected circumstances or pressing district needs.	
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. <i>Note:</i> Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.	
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> <p>Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.</p> <ul style="list-style-type: none">· Checks for assignments. Carefully follows all directions. 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.· Performs receptionist duties. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.· Refers inquiries requiring policy interpretation to administrative staff.· Answers the telephone. Learns the names of building staff. Takes/delivers messages.· Types routine documents. Duplicates and collates materials.· Helps maintain an orderly office. Keeps materials properly filed.· Prepares displays and bulletin boards as directed.· Processes incoming, outgoing, interoffice mail and faxes.· Stores and inventories office supplies as directed.· Receives, sorts, and counts money as directed. Prepares records suitable for audits.· Processes students arriving late to school. Assists with attendance forms.· Monitors students sent to the office for illness or discipline reasons.· Renders basic first aid when a school nurse is not available.· Locates students as requested. Processes homework requests for absent	

students.

- Works in classrooms as directed. Assists small groups and/or individual students. Follows the teacher's instructions. Helps maintain a positive learning environment.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Helps assist students with disabilities when requested.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Actively participates in student recreational activities as directed.
- Monitors ill students until a parent/guardian arrives.
- Supervises bus loading/unloading and lunch periods as directed.
- 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 and upholds the student conduct code.
- Works with the classroom teacher to address persistent behavior problems.
- Supervises non-classroom duties as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Reports evidence of suspected child abuse as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Checks papers and scores tests as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep classroom areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.).
- Participates in conferences, open houses, and other required school events as directed.
- 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 media/office 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.