SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

SCHOOL HEALTH AIDE

QUALIFICATIONS:

(1) Hold a regular High School Diploma or equivalent.

(2) Be at least 18 years of age.

(3) Complete Substitute Teacher Training

(4) CPR, CPI, First Aide, and Medication Administration certification preferred.

(5) Tutoring experience preferred.

(6) Must provide a list of three references, letter of intent, and current resume.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and inservice relevant to responsibilities of assigned area.

REPORTS TO: Site Coordinator, Project Coordinator

JOB GOAL

To assist the Site Coordinator, Director of Special Programs and/or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1) Assist the site coordinator and staff in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing, and/or grouping materials supporting instructional activities pre-planned by the teacher.

2) Schedule space for specialized instructional programs and coordinate the arrangement of equipment, desk, tables, chairs, activity areas and the like.
3) Examine long and short term unit plans prepared by the teacher and anticipate the need for specific supplies and materials.
4) Lead small group activity, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
5) Assist the teacher in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
6) Maintain a clean and orderly environment for students.
7) Assist in the implementation of appropriate student behavior management techniques.
8) Treat students and adults with consideration and respect.
9) Encourage students to do their best.
10) Manage time efficiently.
11) Provide student supervision as assigned.
12) Assist in maintaining the security of records, materials and equipment.
13) Attend training, meetings, workshops or seminars as required to maintain certifications and to enhance job knowledge and skills or complete coursework as deemed necessary by site coordinator and/or project coordinator.
14) Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review by the appropriate staff member.
15) Assist the teacher in completing requirements for grade reporting, scheduling conferences, and recording results.
16) Provide instructional assistance as planned or coordinated by the teacher or administrator.
17) Assist students with personal hygiene, health and safety issues, or grooming if required.
18) Use classroom management techniques conducive to an effective classroom environment.
19) Perform assigned clerical and bookkeeping duties.
20) Prepare and maintain requested/required reports and records.
21) Work closely with teacher, site coordinator and other professionals.
22) Assist in maintaining positive relationships between the school and parents.

23) Demonstrate support for teamwork.
24) Communicate effectively orally and in writing.
25) Collaborate with peers to create quality instructional environment.
26) Participate in training programs and inservice.
27) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
28) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
29) Participate in all required pre-service training activity.
30) Maintain confidentiality regarding student information.
31) Use effective, positive interpersonal skills.
32) Demonstrate integrity through ethical behavior.
33) Perform job responsibilities in a timely and consistent manner.
34) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
35) Exhibit attention to punctuality, attendance, accuracy and thoroughness.
36) Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
37) Assist the teacher in maintaining the records which document student performance.
38) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. May be medium or heavy work depending on the particular assignment.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent with the District's approved compensation plan for substitute teachers.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

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Supervisor's Signature Employee's Signature

_____ _____ _____

Date Date

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FCSB Approval Date