

TITLE: AIDE

QUALIFICATIONS: **Required:**

1. Minimum High School Diploma or equivalent.
2. Physical abilities: observing student behavior, communicating observations orally and in writing; supporting students as required in emergency situations or for their safety (such as emergency evacuation or in an accident where aid must be provided).
3. Reading, writing and speaking English.
4. Work effectively as a team member; communicating clearly and completely, adjusting to work toward group goals, positively represents the school/district in communication and action.

Desired:

1. Successful prior experience working with children. Knowledge of: training/instructional methods; management of student behavior.
2. Skills: computer/keyboarding skills using word processing and/or spreadsheet programs for producing a variety of documents including reports, records, lists and forms as required; collaborating with others regarding outcomes to be attained; learning, reasoning and making judgements.

REPORTS TO: Building Administrator

SUPERVISED BY: Building Administrator

JOB GOAL: Provides support to the elementary and secondary program as scheduled by the building principal. Assists in creating a school environment favorable to learning and personal growth. Assists in motivating pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for learning. Generates positive relations with the staff, students, and patrons served by the school.

RESPONSIBILITIES:

- 1.0 Provides support services to the elementary and secondary program by supervising students, giving first aid, preparing instructional materials, copying, laminating, preparing displays including bulletin boards, tutoring or providing instructional support.
- 2.0 Assists with routine clerical duties as assigned such as: filing, word processing, record keeping, telephoning, and sorting of mail.
- 3.0 Works harmoniously with others by interacting positively and cooperatively with public, students, staff and administration.

- 4.0 Helps maintain pupil behavior needed to achieve a functional learning environment and safe conditions in the school or on school property.
- 5.0 Maintains confidentiality of information in all matters related to school personnel, students, patrons and ongoing operations.
- 6.0 Other duties as assigned.
- 7.0 **TERMS OF EMPLOYMENT**
 - 7.1 This is an at-will position and can be terminated at any time, for any reason, by either the employee or the employer.
 - 7.2 Salary, benefits, and work schedule arranged in accordance with Moscow School District personnel policies.
 - 7.3 Performance of this job will be evaluated in accordance with Moscow School District personnel policies.

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.

*Approved by the Board of Trustees on this date: **July 31, 2001**
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