

WESTBROOK PUBLIC SCHOOLS

JOB DESCRIPTION: AIDE

Reports to: Certified teacher and/or administrator
Hours per day: 6 (1.0 FTE) except where extended through IEP
Lunch: 30 minutes (unpaid)
Hours per Week: 30-35 (FTE)
Days per Year: 182
Evaluator: Administrator with input from teacher/staff

GENERAL STATEMENT OF JOB

Summary: The function of the aide is to provide instructional or clerical support under the direct supervision of certified staff. Aides work within the guidelines of the district, state, and federal statutes and regulations. Assignments are designated by the building principal. These assignments may vary to match the needs of the students and the school system.

Qualifications:

- High school graduate or General Education Diploma (GED) *and* 30 credits of post-secondary education or passing score on the ParaPro assessment to determine highly qualified status.
- Ability to communicate clearly in oral and written form
- Ability to add, subtract, multiply and divide in all units of measure, including whole numbers, common fractions and decimals. Ability to apply concepts such as figuring rates, percent, ratio, and proportion to practical situations. Knowledge of basic algebra, geometry and the ability to apply mathematical concepts to abstract and real life applications.
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Ability to follow directions and apply common sense in carrying out instructions

Aide

Essential Duties and Responsibilities:

Under the direction of certified personnel:

- Attends work on a consistent basis
- Maintains knowledge and skills regarding computerized and other standardized classroom equipment
- Attends scheduled staff meetings as required
- Maintains a high level of ethical behavior and confidentiality of information about students/staff
- Remains student focused, maintaining a caring, safe developmentally appropriate environment
- Works effectively independently or with an educational team to implement programs designed to promote student growth and development
- Assists teachers with instruction
- Works with students independently or in small groups to reinforce material taught by the teacher and foster skills while encouraging independence
- Creates instructional materials as directed by certified staff
- Establishes a supportive professional relationship with the student(s)
- Assists with toileting, feeding or other health responsibilities when appropriate to assignment
- Assists with loading or unloading of students onto vans, buses, taxis, etc.
- Lifts/restrains students when necessary as trained
- Supervises students in classrooms, hallways, school grounds, cafeteria, and rest rooms
- Supervises students on-site at vocational programs or other off-campus programs as required
- Operates a variety of office equipment to prepare or duplicate materials
- Participates in training appropriate to assignment
- Assists in implementing individualized, instructional, and/or behavioral programs as outlined in a student's IEP and under the supervision of certified teacher(s)
- Performs other delegated responsibilities as assigned by the teacher or administrator

This is a general job description. Specific duties and responsibilities vary depending upon the assigned department or school. Employees should be aware of the range of functions within the position.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Westbrook Public Schools pertaining to specific duties of an Instructional Aide Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has knowledge of the characteristics of the age group assigned. Is able to establish and maintain positive relationships and work effectively and patiently with adults and students. Is able to supervise, guide and support all students; is able to effectively lead and teach by example. Is able to reinforce and demonstrate skills taught by the teacher. Is able to follow lesson plans provided by the teacher. Is able to motivate students to participate in educational activities and to want to learn. Is able to assist students with patience and kindness.

____ Acceptable ____ Unacceptable

Comment:

Has knowledge of the various handicaps encountered in the school setting; has knowledge of teaching and instruction techniques for students with special needs. Is able to assist students with daily living skills, including the use of wheelchairs and other special / adaptive equipment if appropriate. Is able to effectively assist students with adjusting to mainstream classroom and social situations. Is able to perform job tasks professionally in an environment where discrimination and other public issues are constant concerns.

____ Acceptable ____ Unacceptable ____ NA

Comment:

Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with co-workers, personnel of other departments, parents, students and members of the public through contact and cooperation. Has knowledge of the occupational hazards and safety precautions of the position. Knows how to react calmly and quickly in emergency situations.

Aide

Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

____ Acceptable ____ Unacceptable

Comment:

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

____ Acceptable ____ Unacceptable

Comment:

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

____ Acceptable ____ Unacceptable

Comment:

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures.

____ Acceptable ____ Unacceptable

Comment:

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to administration with respect to vacation time and leave requests.

____ Acceptable ____ Unacceptable

Comment:

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision.

Aide

___ Acceptable ___ Unacceptable

Comment:

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

___ Outstanding ___ Acceptable ___ Unacceptable

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

___ Acceptable ___ Unacceptable

Comment:

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will. Emphasizes the importance of maintaining a positive image.

___ Acceptable ___ Unacceptable

Comment:

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Aide

____ Acceptable ____ Unacceptable

Comment:

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Acceptable ____ Unacceptable

Comment:

DISCLAIMER: This job description is not an employment agreement or contract.