

TITLE: System-Wide Aide

QUALIFICATIONS:

1. Associate's degree or equivalent required
2. Such training as may be required
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal/School Administrator of assigned school

JOB DUTIES:

1. Participate in daily and long-range lesson and classroom activity planning.
2. Prepare classroom materials and develops activities under the direction of the teacher.
3. Conduct learning experiences with individual students and/or small groups of students.
4. Assist in preparing class displays and bulletin boards.
5. Assist in caring for and securing classroom equipment and supplies.
6. Assist the teacher in duties relating to supervision of playground, cafeteria, student transportation, clean-up routines, preparation for conferences and other similar activities.
7. Alert the teacher to special needs of individual students and assists students as needed.
8. Respect confidentiality with regard to student performance and records.
9. Perform unique functions as may be related to the instruction of students
10. Assist in daily duties of which may be car duty, extra-curricular duties whenever students are involved in school activities.
11. If properly trained may be asked to attend field trips and assist school nurses with administration of medication
12. School home base may change depending upon the needs of the system (funding, student enrollment/withdrawal, etc.) As a result, duties and responsibilities could change.
13. Must be able to physically perform the essential job functions.
14. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
15. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
16. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 5/17/16