



13. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so within reason.
14. Plan and supervise purposeful assignments for aide(s) and volunteer(s) cooperatively with the principal and supervisors.
15. Exhibit effective human relations skills.
16. Demonstrate proficiency in written and oral communication.
17. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
18. Attend staff meetings, as required, and serve on staff committees as assigned.
19. Assist in daily duties, of which may be car duty, extra-curricular duties whenever students are involved in school activities.
20. Encourage students to set and maintain high standards of classroom behavior.
21. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
22. 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: 2/16/16**