

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Aide  
**REPORTS TO:** Site Principal  
**DEPARTMENT:** Service

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** 200 days

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the principal or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** Under the direction of the site administrator and/or applicable teacher performs supportive instructional and clerical duties, and other related assignments as required.

**Aide I** - Personnel selected and trained for teacher-aide classifications such as monitor aide, clerical aide, classroom aide or general aide.

**Aide II** - Personnel referred to in the Aide I classification who have completed a training program approved by the State Board of Education, or who hold a high school diploma or who have received a general educational development certificate. Only personnel classified in at least an Aide II class title shall be employed as an aide in any special education program.

**Aide III** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have **completed six semester hours** of college credit at an institution of higher education or are employed as an aide in a **special education program** and have one year's experience as an aide in special education.

**Aide IV** - Personnel referred to in the Aide I classification who hold a high school diploma or a general educational development certificate, and who have completed **eighteen hours** of

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state board-approved college credit at a regionally accredited institution of higher education, or who have completed **fifteen hours** of state board-approved college credit at a regionally accredited institution of higher education and have successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

### **General Aide:**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform clerical and related duties that support instructional programs such as duplicating classroom materials
- Assist in small group pupil instruction, at teachers' request
- Operate standard school equipment such as laminator, copier, audiovisual, etc.
- Escort children to and from various rooms
- Work with students, both in-group settings or individually, for the purpose of assisting with specific instructional tasks
- Assist teachers in handling and updating confidential student information
- Be under the teacher's supervision, implement instructional programs for the purpose of meeting student's goals and objectives
- Administer tests to students for the purpose of assessing progress towards meeting educational objectives
- Prepare classroom and instructional materials for the purpose of ensuring that the learning environment is ready for students
- Adapt classroom work under the direction of the teacher for the purpose of providing a method to support and/or reinforce lesson plans
- Assist in training newly hired instructional aides to ensure consistent and uninterrupted services to students
- Advise students regarding personal hygiene and assists students with self-help skills involving grooming, toileting, and personal hygiene
- Monitor activities of students both inside and outside of the classroom for the purpose of providing a safe and positive learning environment
- Discuss rules and consequences of inappropriate actions with students; assist teacher with discipline
- Learn and use District supported word processing and spreadsheet applications
- Maintain awareness of physical and emotional changes in students and reports concerns to teacher as appropriate
- Perform clerical and related duties that support instruction programs, such as copying materials for the classroom
- Operate standard school equipment such the laminator, copier, audiovisual, etc.
- Meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy
- Participate in pre-service and in-service training
- Assist regular and special education teachers in the classroom involving such

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activities as:

- Lifting students;
- Feeding students;
- Toileting duties;
- Personal care of students; and
- Assist with mobility of those students in need
- Respect the confidentiality of information associated with schools/students/parent.
- Maintain cooperative working relationships and exhibits professional behavior with principal, supervising teacher(s), students, parents, general staff, and the public
- Perform specific transportation duties as assigned
- Assist any teacher or program as assigned by principal
- Provide tutoring services for students
- Help prepare bulletin boards and student materials
- Provide general supervision of children during play, rest, breakfast or lunch time
- Care for emergencies – telephone calls, injuries, escorting a child to the office
- Disinfect room as required by program
- Assist teacher in general clean-up and arranging of room
- effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards as per WV Code §126-142-23

#### **QUALIFICATION REQUIREMENTS AND SKILLS:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Negative tuberculin skin test upon hire
- Hold a valid First Aide/CPR Card
- **As per Senate Bill 359:** All kindergarten and early childhood aides will be required to transition to one of three new assistant teacher positions beginning July 1, 2014; exempted are those eligible for retirement before July 1, 2020;

#### **EDUCATION AND/OR EXPERIENCE:**

- Pass state competency test for aide as per WV §18A-4-8e
- Possess high school graduate or equivalent or be enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5

#### **LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence

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- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to compute rate, ratio, and percent, draw and interpret bar graphs

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

**OTHER SKILLS AND ABILITIES:**

- Ability to develop effective working relationships with students, staff and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

**Program Aide:**

**(DUTIES INCLUDE THOSE LISTED AS A GENERAL AIDE AS WELL AS THOSE LISTED BELOW):**

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide medical assistance as directed by Nurse and parent
- Assist teacher in maintaining student records of medical needs and academic records
- Assist teachers with the delivery of special education and other categorically funded instructional programs to the appropriate students
- Work with children in an individual setting who are experiencing behavioral and emotional issues; provide class supervision while the teacher is working one-on-one with students experiencing behavioral and emotional issues
- Work with developmentally disabled students, medically fragile and/or orthopedically impaired students
- Implement health care plans
- Implement intervention techniques, positioning, lifting and handling techniques designed by teacher and related services providers
- Use of Physical Intervention and Support Techniques
- Lift a minimum of 100 lbs. vertically
- Work with adaptive equipment, prosthetic devices, and augmentative communication devices
- Participate in specialized health care training, including but not limited to: CPR, First Aide, Passive Restraint, Behavior Management, tube feeding, medication administration, catheterization, seizure management, and etc.
- Care for the personal hygiene of students
- Administer medication to Special Education and Regular Education Students in accordance with State Law and County Policy
- Possess the ability to work with exceptional children and staff

### **The Program Aide includes working with students who may:**

- Have serious behavior problems
- Have uneven patterns of intellectual functioning
- Have difficulty in understanding and expressing emotions
- Have disturbance in the capacity to relate appropriately to people, events and objects, communication, and social behavior
- Have no real fear of danger to self or others
- Have difficulty generalizing, following directions, sequencing, and staying on task outside their area of interest
- Resist change in routines
- Be nonverbal or delayed in language, speech, or meaningful communication
- Require assistance with the daily living needs of these children include toileting, special skills for feeding with extended time, assistance in mobility, placing student in a prone stander, frequent position changes throughout the day
- Exhibit low levels of cognitive functioning and problem solving
- Need academic assistance in specific educational programs

## **BUS Aide:**

**(DUTIES INCLUDE THOSE LISTED AS A GENERAL AIDE AS WELL AS THOSE LISTED BELOW):**

1. Be prompt in meeting bus at scheduled time

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2. Provide for security and safety of all students on the bus
3. Maintain discipline on the bus to insure minimal distraction for the driver, thus providing safe operation of the bus
4. Provide for safety and ease of loading and unloading students
5. Physically helps children on and off buses, to homes, to classrooms
6. Insure proper exchanges are made when transferring transportation responsibilities

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

**SEND LETTERS OF APPLICATION TO:**

Barbara Miller, Personnel Director  
McDowell County Schools  
30 Central Avenue  
Welch, WV 24801

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