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## AIDE

### QUALIFICATIONS:

- 1) High school diploma.
- 2) Demonstrated aptitude for the work to be performed.
- 3) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal  
(Aides assigned to transportation department duties – Transportation Supervisor.)

JOB GOAL: A well-organized, smoothly functioning environment in which students can take full advantage of the instructional program, available resource materials, and/or curricular and extracurricular programs.

### PERFORMANCE RESPONSIBILITIES:

- I. Maintains positive work habits.
  - 1) Is punctual and minimizes absences.
  - 2) Complies with county and school policies and procedures.
  - 3) Takes initiative in performing assigned tasks.
  - 4) Observes safety practices.
  - 5) Complies with rules and regulations.
  - 6) Follows instructions.
  - 7) Makes sound judgments.
11. Performs duties efficiently and productively as appropriate to the area of assignment.
  - 1) Under supervision of licensed teacher, prepares for classroom activities.
  - 2) Works with small groups of pupils arranged by teachers to reinforce material initially introduced by the teacher.
  - 3) Assists individual children in need of special attention.
  - 4) Sets up audiovisual equipment.
  - 5) Performs clerical duties.
  - 6) Guides independent study, enrichment work, and remedial work set up by the teacher.
  - 7) Assists teacher with non-instructional classroom duties, such as snack, toilet, and clothing routines.
  - 8) Checks notebooks, corrects papers, and supervises testing and make-up work.
  - 9) Assists with reading and story-telling.
  - 10) Assists in drill work
  - 11) Assists small groups of students in the library.
  - 12) Assists in preparing class displays and bulletin boards.
  - 13) Care for equipment.
  - 14) Assists in duties relating to the supervision of playground, study hall, cafeteria, and bus loading activities.
  - 15) On bus, assures students aboard the bus are supervised at all times.
  - 16) Maintains a safe, orderly environment.

- 17) Assists students on and off the bus at the designated bus stop and at school when necessary for their safe ingress and egress from the bus. Accompanies students to and from residence and to school as necessary.
- 18) Insure that protective safety devices are in use and fastened properly.
- 19) Helps bus operator with care and cleaning of the bus.
- 20) Assists operator in pre and post-trip inspection.
- 21) Administer prescribed medication to a student only when the following conditions have been met:
  - a. Written direction from the attending physician which includes the requirements specifying frequency and method of administration, and a description of anticipated reactions of a student to the medication;
  - b. written parental consent;
  - C. written authorization from the Superintendent or the Superintendent's designee;
  - d. medicine containers are properly labeled to insure positive identification of the student.
- 22) Maintains on the bus confidential emergency data for each student, including:
  - a. Student's name and address;
  - b. nature of the student's handicap
  - c. emergency health care information;
  - d. name and telephone number of the student's physician, parents, guardian, and/or custodians who can be reached in case of an emergency; and e.provisions for the student's welfare when and if the student is unable to be met at the designated bus stop.
- 23) Telephones parents when requested to do so in order to notify them of schedule changes.
- 24) Deals with students in a pleasant, positive manner. If student conduct is such that disciplinary measures are necessary the following steps should be taken:
  - a. Discuss the problem with the bus operator/teacher;
  - b. Correct the student in a firm, but fair manner;
  - c. If the problem reoccurs, telephone the student's parents to inform them of the situation and to ask for their assistance.
  - d. If the problem persists, ask the student's teacher and building principal for suggestions in dealing with the student.
  - e.Document action taken for each of the above steps by filling out a "Bus Conduct Report Form' for actions taken when the student was a passenger on a bus.
- 25) Any other similar items that may be assigned.

III. Maintains and/or upgrades skills.

- 1) Communicates orally and in writing using correct English.
- 2) Participates in required in-service training

IV. Maintains positive and professional attitude.

- 1) Works cooperatively with others.
- 2) Observes confidentiality rights of students, teachers, parents, and co-workers.
- 3) Maintains positive attitude toward work.
- 4) Maintains professional appearance.
- 5) Maintains positive relations with students, co-workers, parents and the public.

TERMS OF EMPLOYMENT: Ten school months. Salary and work year as determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Service Personnel.