

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Study Hall Aide

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation
3. Experience in demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and

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REPORTS TO: Building Principal

JOB GOAL: To assist in providing a safe, quality educational environment

PERFORMANCE RESPONSIBILITIES:

1. Assists with the supervision of students
2. Establishes a supportive relationship with students and staff
3. Serves as a resource person for students and staff
4. Supervises in-school suspension room and provide tutoring assistance
5. Serves as an interventionist for students removed from class due to behavioral/academic
6. Generate and maintain accurate and detailed student discipline records
7. Order candy and maintain vending machine
8. Other duties as assigned by the principal

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TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/2/03