

# **JASPER CITY SCHOOLS**

## **\*ANTICIPATED VACANCY\***

**AUGUST 14, 2023**

**POSITION:**

General Aide

**JOB DESCRIPTION:**

Attached

**REQUIRED QUALIFICATIONS:**

Associates Degree or Equivalent

**SALARY SCHEDULE:**

Per Salary Schedule

**SUBMIT APPLICATION TO:**

Jasper City Board of Education  
P.O. Box 500  
110 17<sup>th</sup> Street West  
Jasper, AL 35502

**DEADLINE FOR APPLICATION:**

UNTIL FILLED

Equal Education/Employment Opportunity Statement

The State does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

**TITLE:** General Aide

**QUALIFICATIONS:**

1. Associate's degree or equivalent preferred
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 and/or assigned teacher/librarian or system nurse or area specialist.

**JOB GOAL:** To assist the principal and/or teacher/librarian/office staff or area specialist.

**EXPECTED WORK DAY:** 8 Hours

**FSLA:** Non-exempt

**PERFORMANCE RESPONSIBILITIES:**

1. Participates in daily and long-range lesson and classroom activity planning.
2. Prepares classroom materials and develops activities under the direction of the teacher.
3. Conducts learning experiences with individuals and small groups of students.
4. Assists in preparing class displays and bulletin boards.
5. Assists in caring for and securing classroom equipment and supplies.
6. Assists with attendance records.
7. Assists in maintaining school inventory.
8. Assists the teacher in duties relating to supervision of playground, study hall, cafeteria, student transportation, clean-up routines, writing-to-read lab instruction, preparation for conferences and other similar activities.
9. Assists with classroom management.
10. Assists with clerical work, projects and programs, special events, field trips, in the classroom, media center, physical education, lunchroom, education program or school office.
11. Alerts the teacher to special needs of individual students and assists students as needed.
12. Respects confidentiality with regard to student performance and records.
13. Participates in staff development.
14. Performs unique functions as related to the classroom, the library, physical education, federal programs, special education, environmental education and transportation.
15. Completes district training in order to administer medication.
16. Ascertains that the policy requirements for the administration of medication at school have been met.
17. Administers medication in a safe setting, i.e., an area that is free of disruptions and distractions.

18. Obtain proper identification from the student as determined by LEA (e.g ED card, orally)
19. Checks licensed prescriber's statement against medication label. (if there is a discrepancy, medication should not be given).
20. Administers prescribed medication as directed by the licensed prescriber.
21. Records date, time, dosage, and signature (initials on the medication record each time medication is given.
22. Assists in daily duties of which may be car duty, extra-curricular duties whenever students are involved in school activities.
23. All responsibilities may not be assigned at the time of employment, however, may be assigned at a later date and upon the discretion of the Board.
24. Assists administration with attendance procedures and regulations.
25. Assist in maintaining inventory and management of fixed assets and textbooks.
26. Completes lifting, as required, of physically disabled students to assist in both their instruction and daily care needs.
27. Be physically able to sit in lower level seating positions which are common to school environments.
28. Any other duties as assigned by principal.
29. Attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:** 9 Month Contract

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Human Resource Director: \_\_\_\_\_ Date: \_\_\_\_\_

**JASPER CITY SCHOOLS**  
**SALARY SCHEDULE FOR SUPPORT PERSONNEL**  
**2023-2024**  
**Includes 2%**

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