

541.7 AIDE JOB DESCRIPTION (CERTIFIED AND NON-CERTIFIED)

The job description of certified and non-certified aides may vary extensively and are generally specific to the tasks assigned. Assignments of certified and non-certified aides may change as needs arise. Certified and non-certified aides provide support to the classroom teacher and building staff in order for each student to reach his or her fullest potential. Certified and non-certified aides will assist the classroom teacher with the educational, social, personal hygiene, and self-care needs of students as directed.

REPORTS TO:

Principal, Director of Special Education and/or Classroom Teacher

QUALIFICATIONS:

- High school diploma (minimum)
- Preference to candidates with an associate's (or higher) degree; or met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics
- Must possess the ability to work effectively and in a positive manner with students, parents/guardians, colleagues, and the general public
- Knowledge in first aid, blood borne pathogens and an understanding of the physical needs of students
- Knowledge of proper safety precautions necessary when supervising students
- Must possess, or be able to obtain, any required Wisconsin DPI Certification
- Must be eligible under Special Education guidelines to serve as a Special Education aid
- Must possess, or be able to obtain, CPR Certification

DUTIES AND RESPONSIBILITIES:

- Assists teacher in maintaining records; supervision of large and small groups
- Maintain confidentiality in the management of student information and records
- Operates classroom and office equipment
- Prepares materials in a manner that contributes to efficient and smooth classroom operation
- Follows specific assignments and responsibilities as assigned
- Supports the Classroom Teacher in the completion of routine daily tasks
- Attends staff meetings and conferences when requested
- Assists students with health care, self-care, hygiene, toileting/diapering, and feeding as necessary
- Promotes and contributes to a positive cooperative working environment
- Maintains a professional working relationship with all staff, students, and parents/guardians, avoiding conflict of interest, potential personal entanglements, and dereliction of duty
- Maintains appropriate supervision in order to provide a safe and effective learning environment

- Performs other duties as assigned

PERSONAL SKILLS:

- Sensitive to the needs of others
- Interacts in a positive and helpful style with students and staff
- Able to take verbal and written directions, works cooperatively and efficiently with others
- Maintains self-control under stressful situations without exhibiting negative behaviors
- Willingness and ability to learn new skills necessary to perform essential functions of the position
- Able to communicate effectively with students in a manner that offers them encouragement and support without fostering dependence

HUMAN RELATIONS SKILLS:

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

PHYSICAL, MENTAL AND VISUAL SKILLS:

- Must have satisfactory vision and hearing to complete work assignments and requirements
- Must be able to lift and transfer students weighing up to 50 pounds from their wheel chairs or the floor to various positioning equipment and lavatory facilities on a repetitive basis
- Must be able to handle the stresses created by this type of work environment
- Must be able to operate classroom equipment and assistive technology needed by individual students
- Must be able to speak English

Adopted: August 15, 2012

Revised: September 28, 2016