



GILMER COUNTY SCHOOLS JOB DESCRIPTION

FOR THE POSITION OF: **Special Education Classroom/Transportation AIDE**

REPORTS TO: Building Principal and Supervising Teacher(s)

JOB GOAL: To enhance the learning process by assisting the classroom teacher.

RESPONSIBILITIES:

I. The service employee shall maintain positive work habits. The performance criteria for this area shall include:

- A. Observation of work hours.
- B. Attendance.
- C. Compliance with rule.
- D. Safety practices.
- E. Meeting schedules.
- F. Accepting change.
- G. Appearance of work area.
- H. Initiative.
- I. Attitude.

II. The service employee performs duties efficiently and productively. The performance criteria for this area shall include:

- A. Work judgments.
- B. Planning and organizing.
- C. Quality of work.
- D. Accepting responsibility.
- E. Following instructions.
- F. Efficiency under stress.
- G. Operation and care of equipment.
- H. Work coordination.

III. The service employee maintains and/or upgrades skills. The performance criteria for this area shall include:

- A. Knowledge of work.
- B. Job-related training.

WVBE Policy 5314, Policy 2419.11

ADDITIONAL PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality of students and their families. Direct all inquiries for any information through classroom teacher.

2. Supervise students in presence or absence of teacher.
3. Assist in toileting needs of children (training, diapering, cleaning child as necessary).
4. Assist in feeding needs of children (preparing foods to be served, feeding, training, cleanup routines).
5. Assist in health and hygiene programs(such as brushing teeth, etc.)
6. Maintain health and sanitation needs of environment (such as washing utensils, disinfecting furniture or materials, etc.)
7. Provide individual or group training as instructed by classroom teacher.
8. Maintain data pertinent to individual progress of students.
9. Prepare instructional materials as directed by teacher.
10. Follow behavior management approach to training sessions, and disruptive behavior.
11. Any and all duties assigned by classroom teachers.
12. Assist in transportation of students by riding the mode of transportation, if needed.