

# **LOGAN-HOCKING LOCAL SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**TITLE: AIDE**

### **INTRODUCTION**

Aides are to perform those duties as assigned by the building principal under the supervision of the classroom teacher. The duties and working hours are subject to change according to specific needs. It is the responsibility of the teacher and the principal to plan the work of the aides.

### **QUALIFICATIONS**

- A. High School diploma is desired but not required.
- B. Aides should exhibit the following desirable personal qualities.
  - 1. Ability to control emotions, especially temper and other emotional traits.
  - 2. The ability to keep school related matters confidential.
  - 3. The Aide should be adaptable, alert, cooperative, friendly, interested, have a sense of humor, be sincere.

### **DUTIES AND RESPONSIBILITIES**

- A. All work will be performed under the direction and supervision of the teacher or principal. The following are examples of the duties Aides are expected to perform:
  - 1. Keeping classroom records.
  - 2. Preparing teacher correspondence with parents.
  - 3. Duplicating and collecting instructional materials.
  - 4. Arranging home visits and parents' conferences.
  - 5. Preparing pupil work areas.
  - 6. Keeping bulletin boards current and neat.
  - 7. Arranging interesting and inviting corners for learning; science or recreational reading areas, investigative areas.
  - 8. Gathering books and materials for teacher (s).
  - 9. Distribute books and supplies.
  - 10. Errands-instruction purposes only.
  - 11. Assisting children with clothing.

### **GOALS OF AN AIDE:**

- 1. To assist in improving the instructional climate of the classroom.
- 2. To provide instructional reinforcement to students having the greatest need.
- 3. To assist in linking the community with the school.