

**HILLSBORO CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>AIDE</b>	<b>File 501</b>
<b>Reports to:</b>	Principal and assigned teacher	
<b>Job Objective:</b>	Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Meets mandated state/federal criteria (i.e., ESEA qualified, approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).</li><li>· Meets all mandated health screening requirements.</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.</li><li>· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li><li>· Ability to establish working relationships with co-workers and function as part of a cohesive team.</li><li>· Commitment to keep current with skills essential to the objectives of the position.</li><li>· Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.</li><li>· Holds a valid state department of education permit appropriate for the assignment.</li><li>· Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).</li><li>· Ability to interact comfortably and confidently with the public.</li><li>· Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <p><b>Classroom Functions:</b></p> <ul style="list-style-type: none"><li>· Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.</li><li>· Works with small groups and/or individual students. Acquires basic proficiency in skills that support student needs. Prepares needed equipment for classroom use.</li><li>· Refers district policy questions to administrators.</li><li>· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Helps facilitate community participation in activities that enhance student learning.</li><li>· Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher.</li><li>· Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.</li><li>· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.</li><li>· Assists with student mobility needs. Helps students use assistive and/or augmentative devices.</li><li>· Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule.</li><li>· Positions students to take full advantage of each learning environment.</li><li>· Follows prescribed medical plans and/or assists students with personal hygiene care as trained by a licensed health care professional.</li><li>· Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.</li><li>· Actively participates in programmed recreational activities as directed.</li><li>· Supervises rest periods when applicable.</li><li>· Monitors ill students until a parent/guardian arrives.</li><li>· Maintains the confidentiality of privileged information.</li><li>· Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.</li><li>· Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.</li><li>· Works with the classroom teacher to address persistent behavior problems.</li><li>· Supervises non-classroom activities as directed.</li><li>· Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.</li></ul>	

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs clerical work related to job assignment. Prepares and distributes classroom materials. Maintains records as directed.
- Helps keep assigned areas orderly. Sanitizes equipment as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs additional office responsibilities as assigned.
- Performs other specific job-related duties as directed.

**Office Functions:**

- Answers phones as directed.
- Greets and helps parents/visitors.
- Assists with DASL, spreadsheets, registers, new students registration and other activities as directed by the principal.
- Schedules meetings and facility use.
- Performs office duties as assigned.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

**Revised:** September, 2009

I have received a copy of this job description for my present position.

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Signature

\_\_\_\_\_  
Date