

Bright Local Schools

TITLE: ELEMENTARY INTERVENTION AIDE

REPORTS TO: WHITNEY GOBIN, PRINCIPAL

QUALIFICATIONS:

- A record free of criminal violations that would prohibit public school employment.
- Valid state department of education license/certificate appropriate for the position.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Ability to interact comfortably and confidently with the public.

Job Objective: Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.

PERFORMANCE RESPONSIBILITIES:

Checks/confirms assignments. Carefully follow directions. Seeks clarification when expectations and/or procedures are unclear. Takes the initiative to perform routine tasks independently.

- Works with small groups and/or individual students. Acquires basic proficiency in skills that support student needs.
- Refers district policy questions to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher.

- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Assists with student mobility needs. Helps students use assistive and/or augmentative devices.
- Assists therapist with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule.
- Follows prescribed medical plans and/or assists students with personal hygiene care as trained by a licensed healthcare professional.
- Positions students to take full advantage of each learning environment.
- Helps feed students. Complies with personal health care hygiene rules and standard sanitation procedures.
- Supervises rest periods when applicable.
- Monitors all students until parent/guardian arrives.
- Maintains confidentiality of privileged information.
- Take precautions to ensure safety.
- Upholds the student conduct code. Maintains high expectations for student behavior and performance.
- Provides appropriate student supervision as directed.
- Works with classroom teachers to address persistent behavior problems.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities as directed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions and other concerns.
- Demonstrates regular and predictable attendance.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Willingness to wear clean, neat, business-like attire.
- Performs other specific job-related duties as directed.

Working Conditions:

- Exposure to blood- borne pathogens and communicable diseases.
- Occasional operation of a motor vehicle under inclement weather conditions.

- Occasional interaction with unruly individuals.
- Balancing, bending, crouching, kneeling, reaching and standing.
- Lifting, carrying and moving work-related supplies/equipment.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bright Local Schools Board of Education.

The Bright Local School District 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.

Submit letter of interest/resume via

**Mail: Bright Local School District
“Elementary Intervention Aide” PO Box
299 Mowrystown, Ohio 45155**

Email to: Michael Bick, Superintendent
michael.bick@blsd.us

Deadline for Application: Until filled.