

**Bright Local School District
Classified Posting
April 27, 2022**

Position: Preschool Aide

Location: Bright Elementary School

Effective Date of Position Vacancy: 2022-2023 School Year

Beginning Salary: Per Negotiated Agreement

**Term of Agreement: 7.5 Hours Per Day
185 Days Per School Year**

Reports to: Lisa Beresford Special Education Supervisor/ Whitney Gobin Principal

Minimum Qualifications:

- A record free of criminal violations that would prohibit public school employment.
- Valid state department of education license/certificate and required preschool professional development 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:

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintain Safe Work Environment at all times
- Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work.

- Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
- Observe student behavior and learning, communicating observations regularly with the teacher.
- Assist the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.
- Assist the teacher and students with cleanup from activities.
- Assist students with the use of specialized equipment.
- Accompany and assist the teacher in supervision on approved instructional field trips.
- Arrange furniture and equipment for various learning activities and experiences.
- Maintain the orderly arrangement of materials and equipment within the classroom.
- Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
- Help students with clothing, grooming, health habits, and bathroom activities as needed.
- Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.

- Assist the teacher in handling interruptions and emergencies.
- Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

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.