

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**Position Title:** **KINDERGARTEN AIDE**  
**Reports to:** Under direct supervision of a building administrator and classroom teacher.  
**Job Goal:** To assist the teacher address teaching objectives by working with individual students or small groups to help them achieve the goals and objectives stated in the Kindergarten Curriculum, within any educational setting including, but not limited to, the Kindergarten Classroom.

**Qualifications:**

1. High School Diploma or equivalent (GED).
2. Must have passed the West Virginia Department of Education Competency Test for aides.
3. Meet the health qualifications required of professional teachers.
4. Have general understanding of the purposes and organization of public education.
5. Have general understanding of child development and the Kindergarten Curriculum.
6. Possess effective oral and written communication skills.
7. Demonstrate emotional stability and the ability to work well with others.
8. Able to provide for the health, safety and welfare of all students.
9. Able to analyze a task/job as a whole, break down into simple steps and communicate these to student.
10. Able to assist students with specialized equipment, including, but not limited to computers, wheelchairs, augmentative communication devices, therapies, etc.
11. Able to maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
12. Be flexible in the scheduling of lunch and breaks as determined by student needs.
13. Be willing to learn to use equipment/materials associated with inclusion.
14. Be capable of lifting/restraining/transferring students.
15. Willing and capable of attending to the personal hygiene, toileting, and bathing needs of students located in the school. Catheterization may be required.
16. Willing to perform specialized health care procedures as designated by the school nurse. Willing to receive training in specialized health care procedures.
17. Willing and capable of performing therapies as prescribed by physical and/or occupational therapists. Willing to receive training by the licensed therapist.
18. Demonstrate excellent attendance.
19. **Must possess Early Childhood Assistant Teacher Certificate or be willing to complete certification within three years of hire date.**

**Duties:**

1. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based in the understanding of the individual students, their needs, interest, and abilities.
3. Assist teacher with the supervision of students during emergency drills, assemblies, play periods, bus duty, lunch periods, detention, field trips, and school activities.
4. Assist teachers in carrying out all daily school activities, including formal observation and assessment of student skill levels.
5. Assist teacher in developing and implementing individual behavior management program.
6. Assist students with personal hygiene, toileting, implementing toileting programs-not limited to special education students.
7. Assist in preparation of classroom and materials.
8. Check notebooks, correct papers, and supervise testing and make-up work as assigned by teacher.
9. Function as an extension of the classroom teacher in the classroom and other school settings.
10. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
11. Participate in staff meetings as assigned by building and/or classroom teacher.
12. Participate and complete designated staff development relevant to the position.
13. Dress in a manner that is not distracting to the students and conduct oneself in all phases of assignment in a manner befitting position.
14. Willing to be utilized in other educational programs within the building based upon the student needs/caseloads at the discretion of the building administrator and/or supervisor.
15. Participate and complete training in specialized health care procedures. Perform specialized health care procedures as designated by the principal or special education supervisor after training has been provided.
16. Exhibit promptness relative to schedules and work assignments.
17. Participate in in-service training to upgrade skills.
18. Assist with the orientation of new students.
19. Perform other related duties as may be assigned by the immediate supervisor.