

**CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Elementary Alternative School Supervisory Aide
REPORTS TO: Building Administrator and/or Classroom Teacher
JOB GOAL: To assist the teacher address teaching objectives by working with individual students and groups in an alternative learning environment to help prepare them to return to and achieve within any education setting.

QUALIFICATIONS:

1. Be at least a high school graduate or equivalent and be willing to complete the ECCAT courses and certification.
2. Must have a current First Aid and CPR Certification.
3. Must complete CPI Training.
4. Have a general understanding of the purposes and organization of public education.
5. Have effective oral and written communication skills.
6. Demonstrate emotional stability and the ability to work well with others.
7. Be able to provide for the health, safety and welfare of all students.
8. Be able to analyze a task/job as a whole and break down into simple steps and communicate these to the student.
9. Be able to assist students with specialized equipment, including, but no limited to, computers, wheelchairs, augmentative communication devices, prone standers, therapies, etc.
10. Be able to maintain a high level of ethical behavior and confidentiality of information about students.
11. Be flexible in the scheduling of lunch and breaks as determined by student needs.
12. Be willing to learn to use equipment/materials associated with inclusion, transitional community-based education, or regular education settings. This may include assisting students during the use of public/county transportation systems.
13. Be capable of lifting/restraining/transferring students weighing up to 85 pounds.
14. Be willing and capable of attending to the personal hygiene/toileting needs of students.
15. Be willing to perform specialized health care procedures as designated by the school nurse. Be willing to receive training in specialized health care procedures.
16. Be willing and capable of performing therapies as prescribed by physical/occupational therapists. Be willing to receive training by the licensed therapist.

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, interests and abilities.
3. Assist 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 or student skill levels.
5. Assist the teacher in developing and implementing individual behavior management programs.
6. Assist students with personal hygiene, implement toileting programs and toileting-not limited to only special education students.
7. Assist in preparation of the 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 teacher in the classroom, or any school setting.
10. Serve as the chief source of information and assistance to any substitute teacher assigned.
11. Participate in staff meetings as assigned by building administrator/supervisor.
12. Participate and complete special in-service for specific class assignment, i.e. CPR, CPI, First Aid, Crisis Intervention and any other training which may be unique to specific students.
13. Dress in a manner that is not distracting to the students and conduct oneself in all phases of assignment in a manner befitting the position.
14. Be utilized in other education programs within the building based upon the student needs/caseloads at the discretion of the building administrator/supervisor.
15. Participate and complete training in specialized health care procedures. Perform specialized health care procedures as designated by the school principal or special education supervisor after training has been provided.
16. Work as a department aide, which may involve meeting the needs of students who are part of inclusion and may be required to work in more than one classroom during the day.
17. Exhibit promptness relative to schedules and work assignments.
18. Participate in in-service training to upgrade skills.
19. Perform other related duties as may be assigned by the immediate supervisor.