

Cabell County Public Schools

Job Description

Title:	Transportation/Regular Education Supervisory Aide – In House
Reports To:	Principal or principal's designee
Employment Term:	200 days
Salary Schedule:	E/G
Job Goal:	To help provide a well-organized, smoothly functioning transportation and classroom environment in which students can be monitored and supervised while being transported on a bus, and completing instructional assignments provided by the student's regularly assigned classroom teachers.

Qualifications:

1. Must have a high school diploma, G.E.D., T.A.S.C., or equivalent.
2. Demonstrated ability to supervise older students effectively.
3. Must be able to perform clerical tasks including but not limited to keeping student attendance, records, completing forms, and reports.
4. Demonstrated good attendance in previous jobs.
5. Possess general library, research and study skills.
6. Must be able to work with and get along well with others.
7. Must possess good verbal and written communication skills.
8. Must be tactful and courteous when dealing with students, teachers, and administrators.
9. Must be dependable, efficient and conscientious about all job duties.
10. Must demonstrate good general knowledge of school operations and procedures.
11. Must be able to exercise self-control during stressful situations.
12. Must be ethical at all times.
13. Must be able to follow instructions.
14. Other qualifications as deemed necessary by the superintendent.

Duties and Responsibilities

1. Supervise students assigned to the in-house suspension program and other students as necessary.
2. Provide assistance to students with classroom assignments as needed.
3. Monitors student work product and keeps students on task.
4. Provides clerical assistance as needed.
5. Tutors students when needed.
6. Assists with maintaining proper classroom appearance and order.
7. Keeps accurate daily attendance records of those assigned to the in-house program.
8. Checks out books and materials and maintains a record of resources assigned to the classroom.
9. Deliver and repeat the teacher's prepared instructions to students.
10. Will need to work an eight - hour day.
11. Attends staff meetings as required.
12. Participates in staff development as required.
13. Prepares behavior reports on students assigned to in-house as requested by the principal.
14. Reports any specific rule violations to the immediate supervisor.
15. Performs any other duties assigned by the administration or other appropriate supervisors.