

# SCHOOL DISTRICT OF ALACHUA COUNTY

## AIDE -- HEALTH, EXTENDED DAY ENRICHMENT PROGRAM (EDEP)

### JOB DESCRIPTION

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** No  
**SALARY SCHEDULE:** Alternate

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) CNA Certification.
- (3) CPR and First Aide Certification, preferred.
- (4) Experience working with disabled or exceptional education students, preferred.
- (5) Medical experience, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Experience and training in working with the handicapped or exceptional student; or equivalent combination of training and experience. Knowledge of the techniques and procedures used in working with emotionally handicapped and exceptional students. Ability to relate and communicate effectively with the handicapped and exceptional students. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with participants, parents, staff, and administrators.

#### REPORTS TO:

Coordinator, On-Site -- Extended Day Enrichment Program

#### JOB GOAL

To provide efficient and effective assistance to the activity leader and/or coordinator in providing activities, supervision, and care of participants with disabilities enrolled in the Extended Day Enrichment Program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Evaluate and assess identified participants participation in EDEP and coordinate any necessary interventions needed.
- \* (2) Distribute, arrange and maintain materials and equipment.
- \* (3) Supervise participants.
- \* (4) Provide care and protection of all participants.
- \* (5) Ensure cleanliness of program site.
- \* (6) Perform selected health procedures for participants. Such procedures may include medication administration, toileting assistance or any other health procedure specifically recommended by the Health Services Supervisor.
- \* (7) Adhere to applicable safety standards.
- \* (8) Attend all staff meetings and workshops.

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- \*(9) Assist with maintaining a clean and orderly environment for participants.
- \*(10) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(11) Communicate effectively with the public, staff members, participants, parents, administrators and other contact persons using tact and good judgment.
- \*(12) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.
- \*(14) Demonstrate support for the school district and its goals and priorities.
- \*(15) Exhibit interpersonal skills as an effective team member.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality regarding school/workplace matters.
- \*(18) Maintain expertise in assigned area.
- \*(19) Manage time efficiently.
- \*(20) Model and maintain high ethical standards.
- \*(21) Participate in cross-training activities as required.
- \*(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(23) Prepare all required reports and maintain updated and accurate.
- \*(24) Represent the District in a positive and professional manner.
- \*(25) Respond to inquiries and concerns in a timely manner.
- (27) Perform other duties as assigned.
- \*(27) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 06

Adopted 8/2/11