

SCHOOL DISTRICT OF ALACHUA COUNTY
AIDE -- EXTENDED DAY ENRICHMENT PROGRAM (EDEP),
EXCEPTIONAL STUDENT EDUCATION (ESE)

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY 23 **SALARY SCHEDULE:** Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Training or experience in working with disabled children, preferred.
- (3) Completion of required training on selected health procedures for students with disabilities within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in working with disabled children. Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Ability to follow written and verbal instructions. Basic knowledge of assistive technology and ability to apply knowledge to assigned duties. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to perform specialized health procedures after required training. Ability to establish and maintain effective working relationships with students, parents, and staff.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To provide effective assistance to the activity leader in the implementation of Extended Day Enrichment Program (EDEP) activities for students with disabilities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the activity leader in preparing materials and equipment for student activity, including copying, collating, distributing and/or grouping materials supporting pre-planned activities.
- * (2) Schedule space for specialized programs and coordinate the arrangement of equipment, desk, table, chairs, activity area.
- * (3) Follow appropriate training and lead small group activities planned by the supervisor.
- * (4) Assist in preparing activities for children to meet the needs of students.
- * (5) Assist in the implementation of appropriate student behavior management techniques.
- * (6) Provide student supervision, as assigned.
- * (7) Assist students with personal hygiene, health and safety issues or grooming if required.

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- * (8) Perform health procedures (medication administration, tube feeding, clean intermittent bladder catheterization) as assigned.
- * (9) Adhere to applicable safety standards.
- * (10) Attend all staff meetings and workshops.
- * (11) Assist with maintaining a clean and orderly environment.
- * (12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (13) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Demonstrate support for the school district and its goals and priorities.
- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Maintain the security of records, materials and equipment.
- * (20) Manage time efficiently.
- * (21) Model and maintain high ethical standards.
- * (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 records.
- * (24) Represent the District in a positive and professional manner.
- (25) Perform other duties as assigned.
- * (26) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

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. 04

Adopted 8/2/11