

SCHOOL DISTRICT OF ALACHUA COUNTY

AIDE -- DEAF/HARD OF HEARING, 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) Basic American Sign Language skills.
- (3) Experience working with students who are deaf/hard of hearing, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with other members of the instructional/therapy team. Ability to establish and maintain effective working relationships with participants, parents, school staff and teachers. Knowledge of federal, state and District rules, regulations and policies related to job function. Ability to schedule time, prioritize and work efficiently. Knowledge of the equipment or devices used to support participants receiving hearing impaired services. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Coordinator, On-Site -- Extended Day Enrichment Program

JOB GOAL

To assist participants identified as deaf/hard of hearing in successfully participating in the Extended Day Enrichment program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the Activity Leader in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials supporting instructional activities pre-planned by the teacher.
- * (2) Assist the Activity Leader in preparing for changing curriculum to meet the needs of participants.
- * (3) Assist in the implementation of appropriate student behavior management techniques.
- * (4) Treat participants and adults with consideration and respect.
- * (5) Provide student supervision as assigned.
- * (6) Serve on school/district committees as required or appropriate.
- * (7) Adhere to applicable safety standards.
- * (8) Attend all staff meetings and workshops.
- * (9) Assist in 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.

AIIDE -- DEAF/HARD OF HEARING, EXTENDED DAY ENRICHMENT PROGRAM (EDEP) (Continued)

- *(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 to work 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 records.
- *(24) Represent the District in a positive and professional manner.
- *(25) Respond to inquiries and concerns in a timely manner.
- (26) Perform other duties as assigned.
- *(27) 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