

## SCHOOL DISTRICT OF ALACHUA COUNTY

### AIDE -- CLERICAL, GUIDANCE

#### JOB DESCRIPTION

<b>JOB CODE:</b> 612940, 612941	<b>BARGAINING UNIT</b>	Yes
	<b>ELIGIBILITY:</b>	
<b>FLSA:</b> Non-Exempt	<b>PAY GRADE:</b>	23
	<b>SALARY SCHEDULE:</b>	Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Two (2) years successful clerical or aide experience as a teacher aide, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Knowledge of IEP/Staffing processes, forms and procedures. Ability to perform routine duties guided by standard practice. Ability to communicate well orally and in writing using correct grammar, spelling and business English. Ability to follow oral and written directions. Skill in performing arithmetic calculations and tabulations accurately. Ability to prepare and maintain accurate records. Ability to schedule time, prioritize and work efficiently. Ability to answer the phone in a professional and courteous manner. Ability to operate standardized office machines, a computer and utilize software applications.

#### REPORTS TO:

Work-Site Supervisor

#### JOB GOAL

To perform routine typing and clerical responsibilities accurately and efficiently according to established and prescribed procedures.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Collect data and conduct clerical tasks related to referral and placement procedures for special programs.
- \* (2) Assist with activities related to IEP review and re-evaluations.
- \* (3) Provide clerical support for the staffing process.
- \* (4) Schedule upcoming IEP meetings and parent conferences.
- \* (5) Monitor, review and distribute ESE printouts to all appropriate staff.
- \* (6) Complete written notices to parents and teachers about upcoming events.
- \* (7) Assist with EPT scheduling.
- \* (8) Provide clerical assistance to the counselor in implementing the school developmental guidance and counseling program.
- \* (9) Maintain ESE, 504 and other student records.

## AIDE -- CLERICAL, GUIDANCE (Continued)

- \*(10) Inventory, maintain and order forms.
- \*(11) Enter EPT, 504, IEP information into State database.
- \*(12) Type routine correspondence, forms and reports.
- \*(13) Assist with preparation of FCAT materials.
- \*(14) Adhere to applicable safety standards.
- \*(15) Attend all staff meetings and workshops.
- \*(16) Assist with maintaining a clean and orderly environment.
- \*(17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(18) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(20) Demonstrate initiative in the performance of assigned responsibilities.
- \*(21) Demonstrate support for the school district and its goals and priorities.
- \*(22) Exhibit interpersonal skills as an effective team member.
- \*(23) Follow attendance, punctuality and proper dress rules.
- \*(24) Maintain confidentiality regarding school/workplace matters.
- \*(25) Maintain expertise in assigned area.
- \*(26) Manage time efficiently.
- \*(27) Model and maintain high ethical standards.
- \*(28) Participate in cross-training activities as required.
- \*(29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(30) Represent the District in a positive and professional manner.
- \*(31) Respond to inquiries and concerns in a timely manner.
- (32) Perform other duties as assigned.
- \*(33) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently 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. 05

Adopted 8/2/11