

WIRT COUNTY SCHOOLS

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MaryJane Pope Albin
Superintendent

September 19, 2013

Substitute Aide Job Description

Reports To: Principal & Supervising Teacher(s)

Performance Responsibilities:

- 1) Maintain confidentiality of students and their families. Direct all inquiries for any information through classroom teacher.
- 2) Supervise students in presence or absence of teacher.
- 3) Assist in toileting needs of children (training, diapering, cleaning child as necessary).
- 4) Assist in feeding needs of children (preparing foods to be served, feeding, training, cleanup routines).
- 5) Assist in health and hygiene programs (such as brushing teeth, etc.)
- 6) Maintain health and sanitation needs of environment (such as washing utensils, disinfecting furniture or materials, etc.)
- 7) Provide individual or group training as instructed by classroom teacher.
- 8) Maintain date pertinent to individual progress of students.
- 9) Prepare instructional materials as directed by teacher.
- 10) Follow behavior management approach to training sessions, and disruptive behavior.
- 11) Any and all duties assigned by classroom teachers.
- 12) Assist in transportation of students by riding the mode of transportation, if needed.

Qualifications:

- High School Graduate or GED
- Must pass the state mandated test for Aides
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position

Salary:

Based on Wirt County Salary Scale, job classification and years of service

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.