

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION: Day-to-Day Substitute Aide

EVALUATED BY: Principal

JOB DESCRIPTION: Personnel selected and trained for teacher-aide classifications (see below).

QUALIFICATIONS:

1. High school diploma or TASC required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for Aide.
3. Ability to work well with others.
4. Ability to relate to children.

Minimum Physical requirements:

1. **Able to lift material or children up to 50 lbs. and 50-100 lbs. with assistance.**
2. **Ability to stoop, reach, stand, walk, lift, pull and push.**
3. **Ability to assist physically challenged children.**
4. **Must have clarity of vision, precise hand-eye coordination.**

LENGTH OF EMPLOYMENT: Day-to-Day Substitute as needed

RESPONSIBILITIES:

1. Performs duties as outlined by the classroom teacher.
2. Keeps files of the children's work, test scores, health services, etc.
3. Prepares routine notices concerning activities, PAC meetings, etc.
4. Conducts activities for students with directions firmly established by the teacher.
5. Monitors testing and classroom tasks assigned to students.
6. Corrects activities assigned to students.
7. Operates audiovisual equipment in the course of instructional duties.
8. Secures materials for instructional programs through proper channels.
9. Prepares material for instruction as outlined by the classroom teacher.
10. Could be required to ride bus.
11. Available for consultations with parents.
12. Complies with in-service training required by Wayne County Schools.
13. Keeps records as needed to accomplish evaluation for programs and sees that all information on students is current and available for review at all times.
14. Keeps a skill mastery list on each student up to date in cooperation with classroom teacher where required.
15. Maintains positive work habits.
16. Performs duties efficiently and productively.
17. Maintains and/or upgrades job-related skills.
18. Performs other related tasks as assigned by the principal.
19. Develops and maintains a safe work environment at all times.
20. Must acknowledge and sign the Drug-Free Workplace Policy.

Special Education Aide requires CPR & First Aid Training and may require lifting.

Classification of Aides:

1. **Aide I:** Personnel selected and trained for teacher aide classifications, such as monitor aide, clerical aide, classroom aide, or general aide.
2. **Aide II:** Personnel referred to in the "Aide I" classification who have completed a training program approved by the State Board of Education, or who hold a high school diploma or have received a general educational development certificate. Only personnel classified in an Aide II class title shall be employed as an aide in any special education program.
3. **Aide III:** Personnel referred to in the "Aide I" classification who hold a high school diploma or a general educational development certificate, and have completed six semester hours of college credit at an institution of higher education or are employed as an aide in a special education program and have one year's experience as an aide in special education.

4. **Aide IV:** Personnel referred to in “Aide I” classification who hold a high school diploma or general educational development certificate and who have completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education and successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit.

Pay Grade: Aide IA*
 Aide II.....B*
 Aide III.....C*
 Aide IV.....D* Supervisory Aides are paid one pay grade higher.