

## **Indian Hill Exempted Village School District Job Description**

**Job Title:** Educational Aide  
**Reports To:** Principal  
**Evaluator:** Director of Pupil Services  
**FLSA Status:** Support  
**Approved By:** Board of Education

### **GENERAL DESCRIPTION**

Provides general services to identified certificated staff in keeping with instructional procedures to benefit students in the assigned areas by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
2. Assists teachers in preparing instructional materials for individual students based upon plans.
3. Provides direct support (instructional, custodial, behavioral) to students.
4. Assists with developing behavior modification plans with special education teams.
5. Provides input on the development of Individualized Education Programs (IEP) for applicable students through progress monitoring, data gathering, and/or team meetings.
6. Communicates with parents when requested by the intervention specialist or supervisor(s).
7. Encourages student leadership, initiative, service, independence and responsibility.
8. Fosters positive school environment and relationships among students and staff.
9. Accompanies students to and from their activity when necessary.
10. Maintains and enforces safe, consistent and established rules for all students.
11. Maintains up to date knowledge of technology by the district.
12. Maintains a high level of ethical behavior and confidentiality of information.
13. Performs lunchroom, bus, hall, recess and other duties as requested/assigned.
14. Performs other duties as assigned by supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) or one to three months related experience and/or training or equivalent combination of education and experience. Experience with personal computers is required. Experience with office machinery is required. Experience using the district selected computer software is required.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend simple directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or concerns from students, parents, agencies, teachers or members of the school community. Ability to effectively discuss information in one-on-one and small group situations with staff, students and administrators.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education

**OTHER SKILLS AND ABILITIES**

Must possess basic skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to finger, handle or feel, reach with hands and arms and talk or hear. The employee frequently is required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*