

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: AIDE**

**REPORTS TO:** School Principal or Designee

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Assist an on-site director, classroom teacher, or other responsible staff member in providing a safe and quality environment for students.

**REPRESENTATIVE DUTIES:**

- Monitor students on a one-to-one basis, in small groups or in large groups to ensure their safety; follow procedures to safeguard the health and safety of students.
- Assist the on-site director, classroom teacher or other responsible staff members in planning various activities for the students.
- Assist with organizing materials for conducting special training activities.
- Promote positive parent and child interactions and activities.
- Participate in staff activities and in special training programs.
- Maintains regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Safe practices in classroom and playground activities.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations.

**ABILITY TO:**

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, and staff, both orally and in writing.
- Print and write legibly.
- Understand and follow oral and written instructions.
- Learn procedures, functions and limitations of assigned duties.
- Monitor, observe and report student's behavior according to approval policies and procedures.
- Learn and apply safety procedures and regulations.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and some experience in working with children in an organized setting.