



JOB DESCRIPTION
Study/Social Skills Aide – Alternative School

JOB DESCRIPTION:

The Study/Social Skills Aide, under the direct supervision of the Principal, is responsible for the preparation and management of classroom activities for the students assigned.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Experience working with children

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required if hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Demonstrates a mature, responsible attitude necessary for the position
- Ability to work with students, teachers, and parents in a positive manner
- Ability to communicate effectively with students, teachers and parents
- Ability to remain calm in an emergency situation
- Effective organizational skills
- Proficient keyboarding and file maintenance skills

DUTIES AND RESPONSIBILITIES:

1. Supervises study/social skills classes as assigned during the school day.
2. Secures information necessary to conduct class lessons each day.
3. Works with students in the classroom to reinforce teacher instruction.
4. Manages student behavior and activity to facilitate a positive classroom environment.
5. Monitors classes and assists students in remaining on task with assigned work for the entire class period.
6. Makes copies as needed.
7. Assists other clerical staff members as assigned by the administration provided that these additional assignments do not interfere with supervision of assigned students.
8. Receives work assignments from teachers, when appropriate, and returns assignments completed.
9. Takes attendance each day and reports absent and tardy students to the JSAS attendance clerk each class period.
10. Maintains neat and orderly classroom.
11. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to read, communicate effectively (verbal and written), reason, compile, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, climb stairs, kneel, crouch and reach.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: May 16, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.