

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 18, 2012

SUBJECT: Job Description- Student Assistance Aide

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

In an effort to facilitate additional assistance for students the job description for the Student Assistance Aide has been revised.

RECOMMENDATION:

Motion to approve the attached job description for the Student Assistance Aide.

ERIE COUNTY TECHNICAL SCHOOL

Job Qualifications

TITLE: STUDENT ASSISTANCE AIDE
DEPARTMENT: High school
REPORTS TO: Supervisor of Instructional Support—Literacy
REVISION DATE: December 2012

REQUIREMENTS: Para-educator certification preferred, high school diploma, Act 34/114/151 clearances

TALENTS: This position requires the employee to possess an internal self-imposed drive to achieve, a desire to serve others, and an ability to set daily goals and use them to guide actions. In addition, the employee must be personally accountable for their work, be a team player and have an ability to capitalize on relationships built to accomplish goals.

Job Statement: Student Assistance Aides work with handicapped or disadvantaged students, individually and in small groups. They will function within the parameters established and coordinated by the Supervisor of Instructional Support and Principal. They will work independently to motivate and encourage students to accomplish tasks as assigned by the teacher. Aides will also need to understand the challenges faced by special needs students. They will assist students in their relationships and responsibilities to the teacher, with special education staff, parents and the principal.

PERFORMANCE RESPONSIBILITIES:

1. Reinforce and review classroom instruction (theory)
2. Assist in "hands-on" instruction when appropriate, including field-based learning experiences
3. Test preparation and administration
4. Assist the students in understanding concepts and related terminology
5. Assist the students in study skills, math skills, and problem solving
6. Aid in reading course related materials as needed
7. Accurately monitor, record and retain periodic progress reports on each student
8. Coordinate with instructors to provide student assistance services
9. Prepare study materials as needed
10. Assist in monitoring, motivating and training students, including field-based learning experiences
11. Use the following materials as deemed appropriate for each student, including but not limited to:
 - a. Computer Assisted Instruction
 - b. Technology related literature and materials
 - c. Audio-Visual Aides
 - d. Measuring Instruments

This enumeration of duties and responsibilities is not all-inclusive and does not preclude the assignment of other duties by the Principal or Supervisor of Instructional Support, should the need arise.

BARGAINING UNIT CLASSIFICATION: SAA--1 – Classified Contract

TERMS OF EMPLOYMENT: 180 days per year

I have reviewed the above job qualifications and understand the requirements of the position _____
(Initials/Date)

Employee

Date

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BARGAINING UNIT CLASSIFICATION: SAA--2 – Classified Contract

TERMS OF EMPLOYMENT: Up to 24 hours per week

I have reviewed the above job qualifications and understand the requirements of the position _____
(Initials/Date)

Employee

Date