



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### JOB TITLE: Aide (II, III, IV)

**Supervisor:**  
Principal

#### Qualifications:

- High School Diploma or GED
- Hold or qualify for Aide Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

#### WV Code 18A-4-8:

Aide II: a service person referred to in the "Aide I" classification who has completed a training program approved by the state board, or who holds a high school diploma or has received a general educational development certificate. Only a person classified in an Aide II class title may be employed as an aide in any special education program;

Aide III: a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and (A) Has completed six semester hours of college credit at an institution of higher education; or (B) Is employed as an aide in a special education program and has one year's experience as an aide in special education;

Aide IV: a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and (A) Has completed eighteen hours of state board-approved college credit at a regionally accredited institution of higher education, or (B) Has completed fifteen hours of state board-approved college credit at a regionally accredited institution of higher education; and has successfully completed an in-service training program determined by the state board to be the equivalent of three hours of college credit;

#### PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.

4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**DUTIES/RESPONSIBILITIES:**

- Assists teacher as needed with planning, preparation, and distribution of classroom materials;
- Conducts learning games with students according to established procedures;
- Maintains regular attendance and complies with State Law and County policies and regulations;
- Maintains an environment that is safe for students and conducive to learning;
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children;
- Assists with supervision and instruction of children; copying, cutting, coloring, etc., to construct materials and bulletin boards.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher;
- Assists in implementing lessons based on district and school objectives and needs and abilities of students;
- Assists with supervision of student passengers on buses and maintains a safe traveling environment, if assigned to transportation duties;
- Attends in-services and workshops as directed;
- Maintains confidentiality, unquestionable integrity;
- Assists the teacher in supervision of children in the classroom and to various locations in the school including, but not limited to, instructional areas, the cafeteria, and the bus;
- Participates in bus duty, hall monitoring, lunchroom duty, playground duty;
- Maintains positive work habits;
- Performs duties efficiently and productively;
- Maintains and/or upgrades skills;
- Promotes and maintains positive pupil-staff-community relations;
- Adheres to Employee Code of Conduct as outlined in Grant County School's Policy 4110; and
- Performs duties as assigned by the immediate supervisor(s).