Three Rivers School District
Job Description

Title: **EDUCATIONAL AIDE**

Qualifications:
1. High School Diploma required
2. Valid Ohio Educational Aide permit or teacher license / certificate required
3. Physically able to perform required duties
4. Valid driver's license required; Ohio van certification preferred.

Reports to:: **Principal(s) / Director of Pupil Personnel/Supervisor**

Job Goal(s): To successfully perform all responsibilities as assigned.
(refer to the appropriate individual job description for more specific responsibilities)

RESPONSIBILITIES:

1. Becomes familiar with and executes all duties stipulated by the immediate supervisor.
2. Assists students physically, emotionally, or educationally as needed.
3. Supervises students as directed.
4. Assists immediate supervisor(s) as requested.
5. Maintains positive support, public relations, and communication with the school, community, and parents.
6. Assists the administration in implementing all policies and/or rules governing student life and conduct.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Monitors the safety conditions of facilities or areas where assigned.
9. Collaborates and cooperates with staff, students, and parents.
10. Understands that he/she may be reassigned based on district needs.
11. Performs other duties as assigned.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Principal, Director of Pupil Personnel or other supervisor.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Educational Aide** job description.

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Employee signature Date