

SUPPORT STAFF POSITIONS (SUPERVISORY AIDE)

QUALIFICATIONS

1. Exhibits a varied amount of experience in working with students.
2. Exhibits a willingness to work with all types of students.

SUPERVISORY RESPONSIBILITIES

1. The supervisory aide is supervised by the building principal.

RESPONSIBILITIES

1. Assists the administrator with direct supervision of students as assigned.
2. Participates in teacher aide in-service programs where applicable.
3. Is familiar with the rules, regulations, and policies of the school.
4. Refers serious behavior problems to the administrator.
5. Assists with emergency first aid.
6. Assists with preparation of written accident reports.
7. Establishes a sense of loyalty to the school and a proper regard for the professionals with whom he/she works.
8. Assists with other duties as assigned by the principal.