

CLASSIFIED STAFF POSITIONS – AIDES

The Board recognizes the use of full-time or part-time non-certified teacher aides, high school student service aides parent volunteer aides, and college student aides as a valuable source of enhancing and enriching our education program. The following job description shall guide the school administration in selecting and assigning duties for each specific category:

A. Full-time or Part-time Teacher's Aides

The building principal shall assign and/or supervise the duties of all teachers' aides that are employed by the Board of Education. The aides will be assigned to assist the teachers and/or principal in performing a variety of school tasks. According to the individual assignment and situation, the following tasks may be assigned:

1. Clerical duties
2. Para-professional duties in the classroom as directed by the individual teachers.
3. Supervision of students during non-instructional time periods such as in hallways on playgrounds, in the cafeteria, or in bus loading or unloading.

B. Parent Volunteer Aides

Parent volunteers shall assist individual teachers in clerical and/or para-professional duties in the classroom. Parent volunteers shall not be assigned student supervision as a part of their duties. The principal shall oversee and coordinate the program involving parent volunteers.

C. College Student Aides

The board recognizes the value of cooperating with local colleges in accordance with state regulations requiring all teaching candidates to complete an extensive observation and participation program in the public schools. Such programs are directed and supervised by a representative of the local college in cooperation with the building principal and classroom teachers. The participating students, under the direct supervision of the classroom teachers, may perform a wide variety of tasks common to the teaching profession.

D. High School Student Service Aides

An elective course for junior and senior students provides the guidelines and placement of student service aides. Aides will assist in the elementary program under the supervision of the cooperating teacher. Duties would include any appropriate para-professional or clerical assistance. The student receives $\frac{1}{2}$ high school credit for satisfactory performance.