**JOB DESCRIPTION**

# **SUBSTITUTE AIDE**

Title: Substitute Aide

QUALIFICATIONS: 1. High school diploma

 2. Minimum experience as determined by the board

 3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities

 4. Good oral and written communication skills

 5. Required criminal history background check and

 proof of U.S. citizenship or legal resident alien

 status

REPORTS TO: Principal and/or Superintendent

SUPERVISES: Assists in general aide duties under the supervision of Principal or other designated certified personnel.

JOB GOAL: To provide assistance in clerical services, cafeteria, library, classroom or any general assignment designated.

Terms of Employment:

Salary and work year to be determined by the board of education.

Evaluation:

Performance of this job will be evaluated annually in accordance with state.

 law and the provisions of the board's policy on evaluation of non-certified staff.

Board Approved:

11/19/09