

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

500 PROGRAM SUPPORT

501	Attendance Officer
502	Building Aide
503	Classroom Aide
504	Detention Monitor
505	Library/Media Aide
506	Special Education Attendant
507	Study Hall Aide
508	Volunteer

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATTENDANCE OFFICER** **File 501**

Reports to: Superintendent and Building Principals

Job Objectives: Works with district administrators and community organizations to address student attendance and behavior problems.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Self-directed and able to learn required skills for the position.
- Available to work a flexible schedule.
- Training in behavioral management techniques.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Monitors attendance and employment laws. Develops procedural protocols necessary to comply with legislative mandates. Recommends revisions to student/parent and teacher handbooks.
- Responds to requests for assistance with truancy concerns. Investigates and corroborates evidence. Prepares a checklist to prevent procedural errors in documenting information. Confirms legal residence. Documents employment. Maintains a list of relevant telephone numbers.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Prepares a warning letter outlining the legal consequences of continued truancy. Presents the letter in person or uses certified mail when contact is not possible.
- Helps parents and students understand employment laws and/or compulsory attendance requirements.
- Maintains high standards for student conduct. Counsels students to acknowledge and manage responsible personal conduct.
- Files a legal complaint against the guardian and student with the prosecutor's office in the appropriate jurisdiction when truancy persists. Represents the school district at hearings. Prepares and provides detailed testimony.
- Prepares a written report describing recommendations and/or resolutions related to each truancy action undertaken.
- Reviews and interprets custody rulings. Helps building administrators resolve jurisdiction issues. Assists the treasurer with the collection of tuition based on custody assignment.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Investigates and reports evidence of hardship, neglect, and suspected child abuse. Initiates referrals to community resources (e.g., mental, health services, health care facilities, rehabilitation programs, court systems, law enforcement, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUILDING AIDE** **File 502**

Reports to: Principal

Job Objectives: Performs a variety of general office and building duties. NOTE: Duties may vary based on building and job assignments.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Basic typing skills. Word processing and software knowledge is desirable.
- Self-directed and able to learn required skills for the position.
- Bookkeeping skills and the ability to apply basic mathematical concepts.
- Congenial disposition and strong interpersonal skills.
- Basic first aid skills.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks for assignments. Carefully follows all directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Learns the names of building staff. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open.
- Types routine school documents. Duplicates and collates building materials.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries and notifies recipients about the arrival of packages. Stores and inventories office supplies as directed.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
- Assists student helpers in the performance of their duties.
- Monitors hallways, rest rooms, parking lots, and other building locations as directed.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and dispenses student medications when a school nurse is not available.
- Locates students as requested.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.
- Participates in staff meetings and professional growth opportunities as directed.

- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CLASSROOM AIDE** **File 503**

Reports to: Principal and assigned teacher

Job Objectives: Performs a variety of classroom support and personal care services to help students achieve productive learning experiences.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Self-directed and able to learn required skills for the position.
- Ability to physically manage students with disabilities.
- Congenial disposition and strong interpersonal skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Helps students with remedial and/or enrichment activities. Reinforces instructional materials introduced by the teacher. Maintains a positive learning environment.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
- Assists with student mobility needs. Helps students use assisted and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Helps students with personal hygiene needs (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.
- Actively participates in programmed recreational activities as directed.
- Supervises rest periods when applicable.
- Monitors ill students until a parent/guardian arrives.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Maintains high standards and upholds the student conduct code.
- Works with the classroom teacher to address persistent behavior problems.
- Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes teaching materials. Checks papers and scores tests as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes classroom equipment as directed.

- Participates in parent conferences, open houses, and other required school events.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	DETENTION MONITOR	File 504
Reports to:	Principal	
Job Objectives:	Supervises student detentions. Helps students identify inappropriate behavior and make appropriate decisions.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Valid Ohio Department of Education Permit appropriate for the assignment.• Training in behavioral management techniques.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Determines seat assignments. Takes attendance. Enforces detention rules. Prohibits the use of recreational items and the consumption of food and beverages.• Prohibits other students from loitering near the room entrance.• Upholds board policies and follows administrative procedures.• Promotes a favorable image of the school district.• Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.• Promotes the proper use and care of school property. Controls student access to lockers, toilet rooms, etc.• Ensures that students have books and classroom assignments. Maintains a positive learning environment. Helps students with questions. Checks to ensure that students are making reasonable progress with assignments.• Counsels students to acknowledge and manage responsible personal conduct• Communicates high expectations and shows an active interest in student progress.• Maintains accurate records and submits reports on time.• Respects personal privacy. Maintains the confidentiality of privileged information.• Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).• Takes precautions to ensure student safety. Does not leave students unsupervised.• Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Demonstrates professionalism and contributes to a positive work environment.• Performs prescribed activities efficiently with limited supervision.• Reacts productively to interruptions and changing conditions.• Effectively uses verbal, nonverbal, writing, and listening skills.• Completes paperwork accurately. Verifies and correctly enters data.• Exhibits consistency, resourcefulness, and resilience.• Exercises self-control and perseverance when dealing with students.• Maintains an acceptable attendance record and is punctual.• Travels to meetings and work assignments.	
Working Conditions:	Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.	

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: LIBRARY/MEDIA AIDE

File 505

Reports to: Principal

Job Objectives: Promotes the effective use of library/media resources.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Self-directed and able to learn required skills for the position.
- Proficiency in the use of the Dewey Decimal System.
- Experience with computer operating systems and software applications.
- Commitment to keeping current with technological advances.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with training and support activities that enhance staff and student access to library/media resource materials and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Catalogs materials to facilitate the effective retrieval of information by student and staff. Maintains an orderly and functional circulation system. Processes loans. Keeps books, periodicals, pamphlets, etc., properly shelved. Promotes the proper use and care of school property.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.
- Helps research and prepare materials for teachers.
- Collects and reserves material for classroom assignments when requested.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Communicates high expectations and shows an active interest in student progress.
- Helps students develop critical-thinking, problem-solving, and creativity skills.
- Uses story sharing activities to promote enthusiasm for reading.
- Prepares and presents special topics to classes when requested.
- Helps patrons use the library/media center's computers and peripherals.
- Helps patrons use media equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains students to help teachers operate audio-visual equipment.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.

- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Participates in parent conferences, open houses, and other required school events.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: **SPECIAL EDUCATION ATTENDANT** **File 506**

Reports to: Principal and assigned teacher

Job Objectives: Performs a variety of personal care services that enable students with disabilities to participate in the educational program.

- Minimum Qualifications:**
- High school diploma.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Valid Ohio Department of Education Permit appropriate for the assignment.
 - Self-directed and able to learn required skills for the position.
 - Ability to physically manage students with disabilities.
 - Congenial disposition and strong interpersonal skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the supervisor to learn about the needs of the assigned student. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate peer group activities as directed.
- Helps with bus loading and unloading procedures.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Assists with student mobility needs. Helps students use assisted and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Helps students with personal hygiene needs (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Helps feed students. Follows proper sanitation procedures to comply with all personal hygiene rules.
- Supervises rest periods when applicable.
- Renders basic first aid and dispenses student medications when a school nurse is not available.
- Monitors ill students until a parent/guardian arrives.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Maintains high standards and upholds the student conduct code.
- Works with the classroom teacher to address persistent behavior problems.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in parent conferences, open houses, and other required school events.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title: STUDY HALL AIDE

File 507

Reports to: Principal

Job Objectives: Supervises students during study periods.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Valid Ohio Department of Education Permit appropriate for the assignment.
- Documentation of a clear criminal record.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Determines seat assignments. Takes attendance. Upholds study hall rules. Prohibits the use of recreational items and the consumption of food and beverages.
- Prohibits other students from loitering near the room entrance.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.
- Promotes the proper use and care of school property. Controls student access to lockers, toilet rooms, etc.
- Authenticates student requests to go to the library, guidance office, meet with teachers, etc. Keeps track of the location of each student assigned to the study hall.
- Ensures that students have books and classroom assignments. Maintains a positive learning environment. Helps students with questions.
- Communicates high expectations and shows an active interest in student progress.
- Maintains accurate records and submits reports on time.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: VOLUNTEER

File 508

Reports to: Building Principal and assigned supervisor

Job Objectives: Performs duties as directed by the assigned supervisor. *Note:* Volunteer assignments are non-binding. Services rendered must comply with all legal mandates, board policies, and contractual agreements. Duties may be modified or discontinued without prior notice to address changing district needs.

Minimum Qualifications:

- Congenial disposition and able to learn required skills for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record may be required.
- Ability to comply with prearranged schedules.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the assigned supervisor to verify duties. Receives instructions and carefully follows all directions. Consults with the supervisor as needed to clarify expectations and/or address concerns.
- Complies with the requirements of the school calendar and the program/service assignment. Provides advance notice when scheduling problems are anticipated.
- Collaborates with the assigned supervisor to identify personal performance objectives. Works toward mastery of specific competencies and participates in self-evaluation activities to monitor progress and achievements.
- Promotes a favorable image of the school district. Represents the district in public only as directed by the building principal.
- Performs clerical and record keeping duties as directed.
- Receives, sorts, and counts money for program activities only under direct supervision.
- Follows proper sanitation procedures and complies with all personal hygiene rules.
- Learns the proper operating procedure for all equipment associated with the assignment. Promptly reports all personal injuries.
- Promotes the proper use and care of school property. Properly stores all supplies, materials, and equipment used during assignments.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
- Helps students with disabilities participate in group activities as directed.
- Maintains high standards for student conduct. Reports student discipline problems. Addresses student behavior concerns only as directed by the assigned supervisor.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Wears appropriate attire for the assignment and maintains a neat appearance.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other duties related to the volunteer assignment as directed.

Abilities Required: The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.

- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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