



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Classroom Aide
Reports To: Director/Program Administrator
FLSA Status: Non-Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 03/2011
Last Revised Date: 03/2011

Summary:

Assists the teacher in the instruction to students of academic, social, and motor skills in public schools and/or community sites by performing the following duties

Essential Duties and Responsibilities:

- Assists in instruction of students as designed by the teacher.
- Assists with managing student classroom activities and outside of classroom instruction.
- Performs daily classroom activities including materials preparation, cleaning and organizing.
- Assists with physical management of students.
- Assist students with care of hygiene needs.
- Regular and consistent attendance.
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or equivalent.

Certificates, License, Registration:

Not applicable.

Other Skill & Abilities:

- Organized and able to plan ahead
- Adapts to frequent changes in the work environment
- Practices safe work habits insuring pupil and staff safety
- Ability to communicate effectively including listening
- Uses equipment and material properly
- Displays reliable attendance and promptness
- Ability to resolve problems
- Presents ideas and information in a manner that gets student's attention and which encourages their engagement
- Maintains confidentiality
- Embraces a teamwork attitude

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own without the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is moderate. Student behavior can be unpredictable and can create a crisis environment. This may include demonstration of physical or verbal threatening and aggression, depression, anxiety and/or violence.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to

handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.