

**MONTPELIER EXEMPTED VILLAGE SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **GENERAL DUTY AIDE (MULTI-TASK)**

**File 502**

**Reports to:** Assigned Supervisor

**Job Objective:** Performs a variety of support services as assigned.

*NOTE:* Performance of functions described in this document may vary in scope, frequency, and duration. Some duties may not be required for individual assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

**Minimum Qualifications:**

- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test), when required. Valid state department of education permit appropriate for the assignment.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid training when required as a condition of employment.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of data as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Helps implement rules/procedures that promote the correct use and care of program resources. Helps ensure that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings as directed.
- Pursues professional growth opportunities necessary to maintain mandated standards.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Cafeteria**

- Patrols assigned areas. Maintains visibility and student contact. Communicates cafeteria rules to students. Keeps supervisors informed about concerns and behavior problems.
- Assists cafeteria staff as needed to deal with unexpected or urgent situations.

**Classroom**

- Works with individuals and small groups of students on remedial and/or enrichment activities.
- Reinforces instructional objectives introduced by the teacher.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.

**Library/Media**

- Provides orientation sessions. Works with staff to improve student learning through the effective use of library/media resources. Helps students understand copyright and intellectual property laws.
- Maintains an orderly circulation system. Catalogs acquisitions. Keeps books, periodicals, and reference materials properly shelved. Maintains the school's electronic library media resources.
- Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
- Introduces new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.
- Mends books/periodicals. Helps clean equipment. Performs minor equipment repairs. Performs a complete physical inventory of library/media property as directed. Discards outdated or damaged materials following board-adopted procedures.
- Provides copying (imaging) and laminating services. Processes job requests. Monitors equipment. Replaces ink/toner. Controls costs and reduces waste through careful use of supplies.

**Playground/Recess**

- Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Mediates impasses.
- Patrols the recreation area to maintain visibility and student contact.
- Encourages social interactions among students.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.

**Student Care/Assistance**

- Keeps informed about the assistance needs/procedures for assigned students.
- Acquires basic skills that support student needs (e.g., sign language, finger spelling, etc.).
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Helps students with disabilities participate in appropriate learning activities. Assists with behavior management and/or prescribed medical plans when required.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Facilitates student mobility. Helps students use assistive 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.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Works with the classroom teacher to address persistent behavior problems.

**Study Hall and/or Detention Monitor**

- Determines seat assignments. Takes attendance. Upholds study hall rules.
- Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.
- Keeps administrators informed about chronic absenteeism, tardiness, and behavior problems.
- Ensures that students have books and classroom assignments. Helps students with questions.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.

**Transportation/Bus Monitor**

- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other student equipment before the bus starts.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Monitors students. Provides assistance as needed.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Montpelier Exempted Village School District Board of Education.

The Montpelier Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.