

**GREENE COUNTY SCHOOLS**

**TITLE:** *ANCILLARY ATTENDANT (CONTRACT AIDE)*

**QUALIFICATIONS:**

1. High School Diploma or G.E.D.
2. Elementary positions: additional requirement – pass Para Pro, or has a minimum of two (2) years of college. NCLB requirement.
3. Willingness and ability to work with lower functioning students.
4. Must be of high moral character, courteous and dependable.

**REPORTS TO:** Principal, Supervising Teacher

**JOB GOAL:** To assist the teacher in achieving teaching objectives by working with individual student(s) to help them achieve skill levels commensurate with their abilities.

**PERFORMANCE RESPONSIBILITIES:**

1. Score and record such achievement and diagnostic tests as the teacher recommends for individual student(s).
2. Work with individual student(s) to reinforce learning of material or skills initially introduced by the teacher.
3. Assist the teacher in devising special strategies for reinforcing material or skills based on systematic understanding of individual student(s), their needs, interests and abilities.
4. Guide independent study and remedial work set up and assigned by the teacher.
5. Check notebooks, correct papers and supervise testing and makeup work, as assigned by the teacher.
6. Assist with activities such as drill work, reading aloud and story telling.
7. Alert the regular teacher to any problem or special information about an individual student.

8. Maintain the same high level of ethical behavior and confidentiality of information about student(s) as is expected of a fully licensed teacher.
9. Participate in in-service training programs, as assigned.
10. Provide IEP service for student(s) with IQs below 40 under the supervision of a Special Education teacher.
11. Feed student(s) or supervise meal time.
12. Provide physical contact as necessary to move the non-ambulatory and to restrain aggressive, hostile, physically threatening behavior.
13. Provide custodial care involving contact with urine, feces and blood.
14. Assist with other duties as directed.
15. Be available for transporting (example: driver, attendant) student(s) on IEP mandated community training.
16. Assist in behavioral management and data collection of student(s) as instructed by the IEP team.

**TERMS OF EMPLOYMENT:** By individual contract

**EVALUATION:** Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Services Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)