

**Summers County Schools
Job Description
Aide/Bus Monitor**

QUALIFICATIONS:	Holds appropriate certification in assigned field
RESPONSIBLE TO:	Principal
EMPLOYMENT TERM:	200 days
SALARY:	State Scale

Qualifications:

- High School Graduate or GED.
- Physically fit to perform duties.
- Pass competency test pursuant to 18A-4-8c.
- Pass criminal background check conducted pursuant to Summers County Board of Education Policy IV-G-4.
- Pass drug test conducted pursuant to Summers County Board of Education Policy IV-H-1.
- Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures that are required to be performed.

Job Responsibilities:

- Assist the teacher in instructional activities as directed.
- Share in the responsibility of protecting students, equipment, materials and facilities.
- Perform bus monitor duties as assigned.
- If assigned as a bus aide, supervise assigned student(s) when getting on, off and riding bus.
- Provide services according to student need as documented on IEPs, 504 plans, SAT plans, or as otherwise assigned.
- Maintain positive work habits.
- Participate in required staff meetings.
- Perform duties efficiently and productively.
- Maintain and/or upgrade skills.
- Perform specialized health care procedures, as needed.
- Perform any and all other job related duties as assigned by the classroom teacher, principal, appropriate county director, or superintendent.

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According to West Virginia Code 18A-4-8 aide classifications are as follows:

Aide I: a person selected and trained for a teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide

Aide II: a service person referred to in the Aide I classification who has completed a training program approved by the state board, or who holds a high school diploma or has received a general educational development certificate. Only a person classified as an Aide II class title may be employed as an aide in any special education program.

Aide III: a service person referred to in the Aide I classification who holds a high school diploma or a general educational development certificate; and

- A. has completed six semester hours of college credit at an institution of higher education; or
- B. Is employed as an aide in a special education program and has one year's experience as an aide in special education

Aide IV: a service person referred to in the Aide I classification who holds a high school diploma or a general educational development certificate; and

- A. Has completed eighteen hours of State Board-approved college credit at a regionally accredited institution of higher education, or
- B. Has completed fifteen hours of State Board-approved college credit at a regionally accredited institution of higher education; and has successfully completed an in-service training program determined by the State Board to be the equivalent of three hours of college credit