

Coshocton City School District
Job Description

Study Hall Aide

File 511

Job Objectives

Supervises students appropriately during Study Halls

Minimum Qualifications

- Meets mandated state and/or federal qualifications (i.e. completion of requisite higher education courses/credit hours, approved degree program, or successful passage of a sanctioned professional standards test)
- Meets all mandated health requirements (e.g. a negative tuberculosis test, etc.)
- A record free of criminal violations that would prohibit public school employment
- Complies with drug-free workplace rules and board policies
- Willing to learn how to use new technology equipment/software that supports job functions
- Valid Ohio Department of Education and Workforce license appropriate for assignment
- Self-directed and able to learn the required skills for the position
- Basic computer proficiency (i.e. operating systems, software applications, etc.)
- Commitment to keeping current with technological advances

Note: Appointment may require successful completion of communicable disease, child abuse and neglect, CPR, first aid, and/or behavioral management training.

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.

- Complies with all building procedures and schedules. Promotes the proper use and care of school property. Consults with the principal and/or staff to resolve questions and/or concerns
- Monitors scheduled classes. Implements effective pupil management procedures. Upholds the student conduct code. Makes the supervisor aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures. Promotes a professional Image of the school district. Supports community partnerships that enhance district programs
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events
- Provides guidance, communicates expectations, and shows an interest in student progress. Facilitates critical thinking, problem-solving, and creativity skills
- Incorporates the effective use of technology that supports job functions
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.)
- Respects personal privacy. Maintains the confidentiality of privileged Information
- Reports suspected child abuse and/or neglect to civil authorities 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 safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator
- Participates in staff meetings, conferences, and other required school events. Participates in staff meetings and professional growth opportunities as directed. Strives to develop rapport and serves as a positive role model for others
- Maintains a professional appearance. Wears work attire appropriate for the position
- Other duties as assigned by principal

Abilities Required

The following characteristics and physical skills are important 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 listening, observation, reading, verbal, nonverbal, and writing skills. Prepares accurate and timely paperwork. Verifies and correctly enters data
- Exhibits consistency, resourcefulness, and resilience
- Exercises tact and self-control when dealing with other individuals. Maintains an acceptable attendance record and is punctual
- Accepts personal responsibility for decisions and conduct

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 traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts. 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 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 aggressive, disruptive, and/or unruly individuals.

Performance Evaluation

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coshocton City School District Board of Education.

The Coshocton City 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, and other unforeseen events.