

# **TOKA NUWAN WAYAWA TIPI**

## **POSITION DESCRIPTION**

### **TITLE: STUDENT SERVICE AIDE**

**JOB SUMMARY:** This supportive position works with the Principal, Dean of Students, and Dean of Student/Culture. This person supports the Dean of Student, Dean of Student/Culture in the TRACKs room with student's behavior and paperwork. This person also supports the Principal with subbing in classrooms as needed.

### **RESPONSIBILITIES:**

1. Works with students individually with behavior or in a classroom.
2. Assists Deans by providing supervision of students in TRACK room or completing paperwork on behavior data or parent communication.
3. Supervises recesses, breakfast room and lunchroom as assigned.
4. In absence of regular teacher, maintains order and conducts classroom activities according to a prearranged plan.
5. Sees that equipment and materials are arranged and stored properly in accordance with the teacher's instructions.
6. Assist in preparing attendance reports, lunch count, health records and progress reports.
7. In routine situations, help children with emotional and social adjustment problems.
8. Maintains a high degree of confidentiality, especially with Special Education students and records.
9. Supervise and help students use the computers.
10. Performs other duties as assigned.
11. During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

### **POSITION QUALIFICATIONS:**

High School Diploma or GED. Technology Proficiency. Availability for training.

### **SUPERVISORY CONTROLS:**

Principal and Deans assigns work, sets priorities and provides general guidance on procedures, techniques, school policies and regulations. Student Service Aide performs routine assignments independently, but problem situations are referred to the teacher. Evaluations are conducted by the Principal with assistance from the Dean of Students and Dean of Students/Culture.