

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### FAMILY SERVICES CENTER GENERAL INSTRUCTIONAL AIDE

**QUALIFICATIONS:**

- (1) High School Diploma.
- (2) Thirty hour clock training required for childcare workers.
- (3) Two year's experience in working with infants and toddlers.
- (4) Typing/computer skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with at-risk infants, toddlers, and teens. Ability to assist with management of records, and schedules for each group. Ability to use business machines and to drive programs vehicle.

**REPORTS TO:**

Coordinator of Teenage Parent Program

**JOB GOAL**

To provide services to the Teenage Parent Program Staff, children, and parents that will assist in implementation of a developmentally-appropriate program, in a nurturing environment for each.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES**

- (1) Provide assistance to the counselor, teachers, and childcare personnel in the Teenage Parent Program.
- (2) Maintain records.
- (3) Substitute in classroom in absence of teacher.
- (4) Assist childcare personnel in implementation of daily program of developmentally-appropriate experiences.
- (5) Assist in serving nutritious daily snacks and meals.
- (6) Participate in appropriate staff development/professional development activities.
- (7) Maintain, with confidentiality, records, files, reports and statistics.
- (8) Perform other duties as assigned by the counselor.
- (9) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003

# H4

**FAMILY SERVICES CENTER GENERAL INSTRUCTIONAL AIDE (Continued)**

Approved Unit Compensation plan, pay grade 11-27

180 days

7.5 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**