

**Leon County Public Schools
Classification Specification**

Salary Grade 35

Summary Information:

Classification Title: School Aide

Date Prepared: 04/2011, 06/2005

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

750A	Caregiving for Students	Provides direct caregiving services to students under the supervision of teachers and staff.
752	Support Supervision for Students	Assists teachers in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
753A	Clerical Support	Provides clerical assistance in preparation of classroom supplies and materials. Assists in classroom arrangement and general clerical tasks.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.
645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education:	High School Diploma or equivalent with one year related experience.
Supervisory Responsibility:	None
Type of Supervision:	N/A
Effective Date:	07/27/2011, 07/12/2005