

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Corporation Aide

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**EXEMPT:** No

**SALARY LEVEL:** Per Classified Policy – Corporation Aide

**LOCATION:** Plymouth Community School Corp.

**REPORTS TO:** Teachers, Principal and the Director of the ECIA Chapter I Programs

**LENGTH OF WORK:** 9 months / year

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**JOB GOALS:**

To provide educationally deprived children in the district a smooth functioning class environment, which allows them to take full advantage of the instructional program and the available resource materials.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Under supervision of licensed teacher and building principal, help to plan, prepare and supervise classroom activities that directly or indirectly serve educationally deprived children.
2. Work with small groups of students to reinforce material initially introduced by the teacher.
3. Assist individual children in need of special attention.
4. Supervise drill work, guide independent study, enrichment work, and remedial work for educationally deprived children as arranged by the teacher.
5. Set up audio-visual equipment for classroom activities and/or tutoring of educationally deprived children.
6. Check notebooks, correct papers, supervise testing and make up work of educationally deprived children in Chapter I Program.
7. Under the guidance and direction of the classroom teacher, the aide may type teaching materials, duplicate tests or make other materials which directly affect the learning environment of educationally deprived children.
8. Assist small groups of educationally deprived children in the library with reading and storytelling.
9. Participate in In-Service teacher aide training programs as planned to upgrade knowledge and understanding of student learning.
10. Keep a daily log of activities which must include the number of students, tutorial description of lesson and content taught, books used and a general description of primary objectives of lesson.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Aides hired after January 8, 2006, must have:

- Completed two (2) years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Passed the Para Pro

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the School Corporation.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**The may be required to work indoors and outdoors.**

**TERMS OF EMPLOYMENT:**

**Nine months per year. Salary and benefits as per Classified Policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.**

*Revised 8/30/04*