



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	AIDE SUPPORT SERVICES
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 2
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8744
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs simple, routine tasks under the direction of the assigned supervisor(s) in such areas as food service, housekeeping, supply services, and in general office areas. Practices cleanliness and neatness at all times.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with cleaning, scraping, washing, mopping, dusting and emptying trash

Assists with opening, stamping, assembling, collating, and stapling materials of all kinds

Assists with shoveling, raking, picking up, and sweeping

Assists with stocking, counting, sorting and preparing materials for use

Delivers messages and materials as requested

Operates simple, routine equipment and machines as required

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Certificate of Achievement from an Exceptional Child Education Program or equivalent

Demonstrated ability to comprehend and follow simple instructions, time schedules and work assignments

Demonstrated ability to work independently when job responsibilities are learned

Demonstrated ability to operate simple, routine machines and equipment

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful participation in a vocational training program during last year in school

Experience in a diverse workplace