



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

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| 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