

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### NON-INSTRUCTIONAL AIDE

#### QUALIFICATIONS:

1. High school diploma or equivalent.
2. Reasonable degree of proficiency in typing and filing.
3. Working knowledge of basic office equipment and machines.
4. Such Alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Assistant Principal

**SUPERVISES:** Other non-instructional personnel assigned by supervisor.

#### POSITION GOALS

Performs support work assisting supervisor in assigned areas. Exercises safety precautions on the job.

#### PERFORMANCE RESPONSIBILITIES:

1. Performs duties of a clerical nature, such as typing, filing, copying, and word processing.
2. Maintains all records as required.
3. Assists and supervises students as needed.
4. Assists supervisor with non-instructional classroom duties.
5. Maintains the same high level of ethical behavior and confidentiality of information concerning students as supervisor.
6. Other duties as assigned by Principal/Assistant Principal.

**TERMS OF EMPLOYMENT:** Nine months, 7 hour work day. Salary to be based on the Board adopted non-instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Principal in accordance with the Board Policy for evaluation of non-instructional personnel.