



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

Building Aide 2

FLSA Status:

Non-Exempt

Qualifications:

High School Diploma (required)
Desire to continue career improvement by enhancing skills and job performance

Experience:

Job related experience with increasing levels of responsibility

Clearances:

Criminal Justice
Fingerprint/Background Clearance

Support Staff Salary Schedule:

Range 7

Reports to

Building Principal and Assistant Principal

Terms of Employment

175 days per year. Hours not to exceed 37.5 hours per week.

Purpose Statement

The job of the Building Aide 2 is to ensure smooth and efficient operation of the cafeteria and other areas of the building as needed, to maximize the positive impact on the education of students.

Essential Job Functions

- Assists with bus duty.
- Provides targeted interventions to small groups of students.
- Organizes students as they enter the cafeteria (e.g. keep students in orderly lines, etc.)
- Informs teacher and/or principal of any serious problems arising within the cafeteria concerning safety or discipline.
- Maintains visibility by circulating among the tables, and helps students who need help and resolves minor problems that might arise.
- Maintains cleanliness throughout the cafeteria (e.g. cleaning tables and chairs, throwing away trash, etc.)
- Maintains a pleasant and positive attitude with the children in the lunchroom.
- Maintains order within the cafeteria.
- Observes all time schedules for arrival and dismissal of children from the cafeteria.
- Supervises dismissal of student from the cafeteria.
- Notifies the custodians when in need of assistance.
- Sets up tables and takes down tables as needed.
- Assists in administering assessments relating to the general curriculum/RTI.
- Consistent and regular attendance is an essential function of this position.
- Required to use time clock system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Performs secretarial and office tasks as assigned.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality regarding student/family academic and social needs.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write document following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined by different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing.

Conditions and Environment

Employee will be required to regularly work inside. This job is performed in a generally clean and healthy environment.