

Educational Service Center of Medina County

Job Description

Title: Study Hall Aide

Reports To: Principal or Designee

Supervises: N/A

FLSA Status: NON-EXEMPT

Qualifications:

- Possess high school diploma or GED. Associate's degree desirable.
- Possesses appropriate state of Ohio certification/license, i.e., Ohio Educational Aide certificate.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

He/she is responsible for maintaining a safe environment conducive to learning. The monitor will be responsible for ensuring students remain on task at all times.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.

12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Ensures safety of students.
2. Maintain a clean and orderly classroom environment.
3. Will report damage of school property through the use of school forms and using the chain of command.
4. Participate in staff development as required.
5. Access email and voice mail on a daily basis.
6. Serve as a role model for students in how to conduct themselves as citizens.
7. Take attendance at the beginning of each period.
8. Enforce all sign-in and sign-out procedures.
9. Report absences.
10. Enforce tardy procedures.
11. Become familiar with and be prepared to execute evacuation procedures (fire, tornado, lock down).
12. Familiarize themselves with evacuation routes, reporting mechanisms, student medical needs, and proper medical reporting procedures.
13. Monitor students' locations when signing out.
14. Maintain proper documentation as related to disciplinary situations.
15. Enforce all study hall rules and regulations.
16. Be on time to all duty stations.
17. Have prepared instructions for substitutes.
18. Follow proper procedures to report an absence, personal day(s), etc.
19. Positively contribute to the overall school culture and climate.
20. Positively impact students/staff/guests.
21. Be an ambassador for the Medina County Career Center.
22. Other duties as assigned by the administration.

Required Knowledge, Skills and Abilities:

1. Ability to communicate directives clearly and effectively both orally and in writing.
2. Ability to operate various office equipment.
3. Basic computer skills
4. Effective, active listening skills.
5. Knowledge of public school policies and practices.

Additional Working Conditions:

1. Frequent interaction among unruly children.
2. Frequent exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions, i.e., being prepared to come to school on all scheduled days, except calamity days.
4. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
5. Occasional lifting, pushing or pulling of up to 25 pounds.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: April 24, 2017

Revised by Governing Board: November 19, 2018