

**Job Title:** Aide-Counselor

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, the **Aide-Counselor** will provide support services to assigned department. Assist teacher or staff member in preparation, and management of classroom or campus activities. Work under the direction of the campus Principal.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

**Special Knowledge/Skills:**

Ability to work well with children

Effective verbal and written communication skills

**Experience:**

Some experience working with children preferred

**Major Responsibilities and Duties:**

**Department Support**

- Assist in classroom or office management.
- Assist teacher or counselor in preparing instructional materials and classroom displays.
- Help with inventory, care, and maintenance of equipment.
- Help supervisor keep records and prepare required reports.
- Assist students and maintain cleanliness standards during and after lunch periods in the cafeteria as assigned.

**Other**

- Participate in staff development training programs to improve job performance.
- Participate in faculty meeting and special events as assigned.
- All other duties as assigned.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_