

Student Aide Position Requirements

1. Students will report to their assigned area/classroom daily. It will be the student's responsibility to notify their supervisor in advance of any expected absences due to senior class activities, field trips, etc. In the event of illness, the student should notify his/her supervisor.
2. Students will be expected to perform any duties that the supervisor asks of them. For example: copying student worksheets, putting together bulletin boards, stuffing folders that go home with students, distributing mail, working in the workroom, library, computer lab, delivering messages, and more. Specific tasks to more specific areas of the school could be required.
3. Students will receive one credit hour for serving as a student aide.
4. Students will have the opportunity to list their top three preferences for an aide position (for example: office, library and elementary teachers) and every effort will be made to match those up in order of preference.
5. If a student is having problems with work performance or showing up on time, a conference may be setup with the supervisor, the student and the principal (or his designee) to discuss any problems.