Bow School District Position Description
General Education Assistant, Media Assistant, Nurse Assistant

Qualifications

High School diploma or equivalent
Good clerical and organizational skills
Good communication and digital skills

Reports to

Principal/ Assistant Principal with input from
Supervising Teacher, Media Generalist or Nurse

Position Goal

To support the general administration of the school, health office or library

Performance Responsibilities

- Assists with office or clerical duties as assigned by the supervisor
- Maintains appropriate confidential records as directed by supervisor
- Supervises students as directed
- Performs other duties as directed by supervisor

Evaluation

Administrators will evaluate all staff, but teachers may be identified to act as the day-to-day supervisors of support staff assigned to them. In the supervisory role, teachers will provide input to the administrator on staff performance for evaluation. All support staff will be informed who their supervising teachers are and who their ultimate supervisor and evaluator will be prior to evaluation, and preferably at the beginning of the year.

Bow School District Position Description
Special Education Aide

Qualifications

High School diploma or equivalent, Associate's degree preferred
Good clerical and organizational skills
Good communication and digital skills
Demonstrated ability to work effectively with students
NH para-educator certification, or associates degree preferred

Reports to

Principal/ Assistant Principal, Director of Special Education input from Supervising Teacher/ Case Manager

Position Goal

To support instruction and learning and provide other assistance for identified students as outlined in relevant RTI, IEP or 504 plans

Performance Responsibilities

- Provides instructional support as directed by supervising teacher(s)
- Provides physical or behavioral support as directed
- Collects data and maintains confidential records as directed by supervisor
- Supervises students as directed, including non class time and field trips
- Provides information for team meetings regarding identified students
- Alerts appropriate staff about concerns and student progress
- Communicates as directed with parents and other community members
- Assists with general supervisory duties (e.g., recess, lunch, bus) as directed
- Performs other duties as directed by supervisor

Evaluation

Administrators will evaluate all staff, but teachers may be identified to act as the day to day supervisors of support staff assigned to them. In the supervisory role, teachers will provide input to the administrator on staff performance for evaluation. All support staff will be informed who their supervising teachers are and who their ultimate supervisor and evaluator will be prior to evaluation, and preferably at the beginning of the year.

Bow School District Position Description
Secretary and Technology Assistant

Qualifications

High School diploma, some college preferred
Good clerical and organizational skills
Excellent communication skills
Demonstrated digital skills in appropriate software applications
Ability to work with minimal direct supervision
Ability to maintain confidentiality

Reports to

Principal/ Assistant Principal with input from the
Technology Coordinator for Technology Assistants

Position Goal

To support the technology and/or administration of the school and district

Performance Responsibilities (Secretary)

- Perform receptionist duties
- Complete all assigned correspondence, reports and forms
- Maintain and update staff and student records
- Implement budgeting and purchasing protocols
- Oversees office equipment and mail flow
- Respond to emergencies and follow protocols
- Perform all clerical tasks as assigned, schedules appointments as directed
- Oversee staff attendance including substitutes
- Performs other duties as directed by supervisor

Performance Responsibilities (Technology Assistant)

- Monitor student and staff technology including equipment circulation
- Requisition and install technology supplies as directed
- Troubleshoot, repair, install and maintain digital systems
- Train staff and students in the use of technology as directed
- Assist identified students with technology as required in IEPs or 504 plans
- Become proficient in newly acquired technology to be able to train others
- Resolve issues with hardware or software stemming from user error
- Perform other duties as directed by the Technology Director

Evaluation

Evaluated once per year by direct supervisor.

Bow School District Position Description
Specialized individual Student Assistant

Qualifications

High school diploma required, Bachelor's degree preferred
Good clerical and organizational skills
Good communication and digital skills
Demonstrated ability to work effectively with students
NH para-educator certification preferred
Specific medical or behavioral protocols as directed by student need

Reports to

Principal/ Assistant Principal/ Director of Special Education with input from Supervising Teacher/ Case Manager

Position Goal

To support instruction and learning and provide other assistance for a specific identified student as outlined in the relevant IEP or 504 plan. This position works more independently and with more involved behavioral, medical or self care protocols than a special education aide. Assistance may include working in the home or other non-school locations. The assistant implements the highly specified instructional or treatment program for the identified student that may include behavioral, medical, life skill or other highly specialized protocols.

Performance Responsibilities

- Provides direct instruction as outlined in the IEP or 504 plan that is interpreted and supervised by the supervising teacher, case manager or administrator
- Provides physical, medical, life skill, self care or behavioral support as directed (e.g., behavior plans, restraints, medical protocols, feeding, toileting)
- Accompanies students during non class time and field trips including offsite trips and overnight trips
- Collects data and maintains confidential records as directed
- Participates in team meetings regarding identified students
- Alerts appropriate staff about concerns and student progress
- Communicates as directed with parents and other community members
- Attends training or workshops as directed by the supervisor
- Performs other duties as directed by supervisor

Evaluation

Administrators will evaluate all staff, but teachers may be identified to act as the day to day supervisors of support staff assigned to them. In the supervisory role, teachers will provide input to the administrator on staff performance for evaluation. All support staff will be informed who their supervising teachers are and who their ultimate supervisor and evaluator will be prior to evaluation, and preferably at the beginning of the year.