

# Job Description

## Board of Education Woodbridge Township

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Title: **School Aide**

Function: To serve the children of this district by performing non-professional duties required for the efficient operation of the school.

Reports to: Building principal

Duties, responsibilities, and authorities:

A. Duties:

1. Assist in supervising the lunchroom under the direction of the principal, and/or other certified staff members.
2. Assist in supervising the playground/classroom during the lunch hour under the direction of the principal, and/or other certified staff members.
3. Assist with preparation of bulletin board/project materials
4. Distribute milk, hot lunch or breakfast
5. Distribute textbooks/supplies.
6. Sort mail.
7. Duplicate, coordinate and distribute notices and curriculum materials as directed by the principal.

B. Possible additional duties:

1. Deposit mail.
2. Coordinate inventories and receipts of books and supplies.
3. Collects/counts/deposits food services program monies.
4. Assist in libraries.
5. Escort students to and from bus/nurse.
6. Perform all other duties consistent with law, policy, regulation and contract as assigned by the building administrator.

C. Professional preparation:

1. High school diploma is required.
2. Other educational experience and background is desired.

D. Experience/Background:

1. Successful experience working with children is desired.
  2. Success in effective human relations skills is required.
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E. Personal qualifications:

1. Must be able to perform duties and responsibilities required of the position.
2. Must be mature and possess integrity.
3. Must exhibit good moral character.

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