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District Regulation

**1400.26201 - JOB DESCRIPTION - SCHOOL AIDE – LUNCH/RECESS**

Section: Administration  
Date Created: January 2019  
Date Edited: January 2019

**Title:** School Aide – Lunch/Recess

**Reports to:** Building Principal

**Position Summary:** School Aides assigned to lunch/recess periods perform a variety of functions in elementary schools and on campus to support student safety, good nutrition, and social and emotional growth.

**Work Year:** 10 months

**Work Hours:** Varies by school needs.

**FLSA Status:** Non-exempt

**Bargaining Unit:** EBEA

**Pay Grade:** School Aide Guide

**Qualifications:**

1. Minimum of a high school diploma; completion of basic college coursework preferred.
2. Ability to work collaboratively in a school community.
3. Previous experience with or strong desire to work with school-age children.
4. Ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.
5. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the New Jersey Department of Education.
7. Provide a sworn statement that the individual has not been convicted of a crime or a disorderly person’s offense in accordance with N.J.S.A. 18A:6-7.1 during the initial six-month employment period.
8. Pass the state required Mantoux Intradermal Tuberculin Test in accordance with N.J.A.C 63-4A-4.
9. Other qualifications as the Superintendent of Schools may find appropriate.

**Job Functions & Responsibilities:** The list below is intended to describe the general nature and level of work performed by individuals assigned to this job title. This is not intended to be an exhaustive list of all responsibilities, duties, and tasks required of personnel so classified.

1. Under the direction of the certificated staff member on duty and building principal, supervises students in the lunchroom, on the playground, in the classroom and during transitions.
2. Accompanies students to and from locations in the school.
3. Assists students with opening and disposing of lunch items as necessary.
4. Promotes good hygiene, good eating habits and proper clean-up routines as appropriate.
5. Ensures students wear appropriate apparel when outdoor recess occurs.
6. Provides safe supervision of recess activities, including compliance with anti-bullying practices.
7. Performs related functions at the direction of the administration.

**Physical Demands -** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position, and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with certain disabilities to perform the essential responsibilities and functions of this job. Unless reasonable accommodations are made to enable an employee to complete these tasks, the employee will have the ability to:

1. Speak, hear, and comprehend intelligible English.
2. Communicate effectively in English, using proper writing mechanics, grammar and vocabulary.
3. Visual and mental acuity.
4. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.
5. Sit, stand, walk, stoop, crouch, squat, bend, kneel, reach, and repetitive motion for unspecified periods of time.
6. Use arms, hands, fingers, feet and toes, and apply manual dexterity to handle objects and materials, and operate office equipment, computers, and portable computing and communication devices.

**Environmental Demands** - The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive:

- 1. Exposure to a variety of childhood and adult germs, and communicable and non-communicable diseases and illnesses.
- 2. Exposure to heated/air conditioned and ventilated facilities. The work area is generally subject to minimal environmental discomfort related to poor ventilation, loud noises, and/or extremes of heat or cold.
- 3. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- 4. Function in a workplace that is usually moderately quiet but that can be noisy at times.
- 5. Occasional exposure to a variety of weather conditions.
- 6. Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.
- 7. The nature of the work environment may produce moderate levels of stress.

Adopted: 01/31/2019

