

MARLBORO TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: SCHOOL AIDES

QUALIFICATIONS:

1. Interest in and aptitude for work to be performed.
2. Three verified character references.
3. Educational requirements:
 Minimal: High School diploma
 Desirable: Two years of college
4. Shall be of good moral character
5. Such alternatives to the above qualifications as the superintendent may find appropriate.

JOB GOALS:

1. To assist the principal and/or teacher in monitoring children in the classrooms or in organizing and maintaining appropriate playground activities and providing lunchroom supervision.

PERFORMANCE RESPONSIBILITIES:

1. Organizes students into orderly lines for purchasing food, and sees they are seated at designated table areas.
2. Assists students to develop and observe proper dining habits, both in terms of etiquette and nutrition.
3. Assists younger students with use of utensils when needed.
4. Assists in the orderly disposal of food wastes, trays and utensils.
5. Supervises the orderly dismissal of students from the lunchroom.
6. Circulates among the students during the meal so as to help students needing assistance and to resolve minor problems that may arise.
7. Informs the immediate supervisor or nurse, if necessary, of any serious infractions, problems, or accidents that may occur during the lunch hour while students are in their care.

8. Assists students in organizing games and activities in the playground before and after lunch.
9. Supervises playground activities before or after lunch.
10. Monitors children in the classroom on "in" days, on the playground and in the cafeteria.
11. Provides, disseminates, and returns all equipment used during the activity period.
12. Guides students in playing together harmoniously.
13. Aides may not relieve professional personnel of their responsibility for the instructional program nor can they be used as substitute teachers or instructional assistants.
14. Is constantly aware of the health and safety of the children.
15. Performs tasks, similar to the above, as assigned by the principal.
16. Is required to be punctual and to use paid sick days and personal days only for the purposes specified by law or by contract in an effort to ensure consistent supervision and safety of the children.
17. Attends workshop meetings as required.
18. Attends a maximum of four (4) before or after school meetings, each of which shall not exceed thirty (30) minutes, with compensation, and which shall be called at the discretion of the immediate supervisor.

TERMS OF EMPLOYMENT: Ten month contract. Calendar to be established by the Board.

EVALUATION

Performance in this position, as well as attendance and punctuality, will be evaluated annually by the principal. Failure to maintain a consistent satisfactory rating in attendance and punctuality may be cause for disciplinary action, including but not limited to discharge.

I HAVE READ THE ABOVE JOB DESCRIPTION AND ATTACHED EVALUATION REPORT AND UNDERSTAND THEIR CONTENTS.

School Aide's Signature/Date

Principal's Signature/Date