

PEMBERTON TOWNSHIP SCHOOLS

**Job Description -- Classified**

**POSITION:** AIDE: SCHOOL HELPER – 4 HOURS

**DEPARTMENT:** Curriculum & Instruction

**QUALIFICATIONS:**

1. High School diploma/ equivalent.
2. Ability to relate well to parents and staff.
3. Skill in working closely with students.

**REPORTS TO:** Building Principal

**OVERALL RESPONSIBILITY:**

To serve the school administration, and students in the implementation of educational program and other duties so that the performance of the school, cafeteria and playground, is orderly, safe and efficient.

**ESSENTIAL AREAS OF RESPONSIBILITY:**

1. Works directly and assists with all phases of the Essentials of Literacy or similar instructional programs including, but not limited to, supervision of students, and related clerical tasks.
2. Will work under the direction of the Basic Skills Teacher or Reading Specialist.
3. Will perform job related duties including, but not limited to, the following: student assessment, record keeping, small group activities, and responsibilities deemed necessary by Building Principal.
4. Maintains and keeps orderly areas in the classroom and cafeteria, including cleaning of luncheon tables.
5. Provides for student safety through adult supervision as assigned in school, cafeteria, and playgrounds.
6. Reports student misbehavior and serious discipline problems to attending teacher or building administrator.
7. Performs other duties as assigned by the building principal which shall fall within the scope of his/her employment.

**TERMS OF EMPLOYMENT:**

4 hours per day

180 days

Salary as established by the Pemberton Township Board of Education.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township

Aide – School Helper – 4 Hour

School District as needs necessitate. Further, this job description does not constitute a written employment contract.

**EVALUATION:**

Job performance will be evaluated in accordance with the Board's policies and procedures

ADOPTED BY: Pemberton Township Board of Education

FIRST READING: November 29, 2001

DATE: January 31, 2002

REVISED: February 27, 2003