

**PRINCETON PUBLIC SCHOOLS
PLAYGROUND/CAFETERIA/LIBRARY AIDE (HOURLY)**

**BOARD REAPPROVED
April 23, 2019**

JOB TITLE: PLAYGROUND/CAFETERIA/LIBRARY AIDE (HOURLY)

UNIT AFFILIATION: PRESSA

REPORTS TO: BUILDING PRINCIPAL

MAJOR RESPONSIBILITY:

Promote and support the goals and objectives of the educational program by assisting in the supervision of playground, cafeteria, and classroom activities under the direction and supervision of the building principal or other designated certified personnel

QUALIFICATIONS:

- A. Knowledge of child/adolescent growth and development patterns
- B. Knowledge of basic first aid, cardiopulmonary resuscitation (CPR), Heimlich Maneuver
- C. Knowledge of effective discipline procedures
- D. Successful experience working with students
- E. Ability to relate to students in a patient and caring manner while demonstrating a good sense of humor
- F. Ability to take and follow directions
- G. Ability to communicate effectively in written and spoken English
- H. Willingness to work in all climate conditions
- I. Required criminal history background check, proof of U.S citizenship or legal resident alien status, and proof of acceptable Mantoux test results

ESSENTIAL PHYSICAL/MENTAL DEMANDS:

Ability to perform all types of physical tasks (i.e., walking, standing, climbing, lifting, reaching, bending, stooping, crouching, carrying, seeing, speaking, pushing, pulling etc.) and mental (i.e., thinking, reasoning, problem solving, calculating, reading, responding, processing, etc.) tasks with competence and agility over extended periods of time in all climatic conditions. Ability to lift and carry up to 25 pounds. Ability to perform tasks while handling frequent interruptions. Ability to anticipate needs, to organize materials, equipment and activities as directed, and to respond calmly and effectively to emergency/crisis situations.

MACHINERY/EQUIPMENT USED:

Student and adult classroom furniture, equipment and supplies; cafeteria and playground equipment and supplies; audio-visual equipment and supplies; office equipment and supplies; sanitation and recycling equipment and supplies; all other items associated with a school building and its food service and recreational programs.

ENVIRONMENTAL DEMANDS:

Moderate exposure to chemical and infectious hazards. Continual exposure to climate and air conditions.

JOB GOAL:

To assist in the maintenance of an orderly, safe, and pleasant atmosphere in the cafeteria and on the playground.

ESSENTIAL FUNCTIONS:

- A. Supervises students in the cafeteria during lunch periods and on the playground or in classroom (inclement weather) during mid-day recess periods.
- B. Maintains a system of orderly food/milk purchase by students, disposal of food waste and recyclables, and return of trays and utensils. Ensures cleanliness of surrounding areas.
- C. Sees that students are seated or play in assigned areas, conduct themselves in a safe and orderly fashion and move from the cafeteria and playground locations to their next assignment with efficiency and orderliness.
- D. Circulates among tables in the cafeteria and all areas on the playground so as to be available to children who need help or to resolve any minor problems that arise.
- E. Maintains confidentiality in all matters related to the position.
- F. Informs principal and/or teacher(s) of any serious infractions of discipline rules by students and adheres to the school's rules for playground and cafeteria safety.
- G. Operates, maintains, and cares for equipment, materials, and supplies used in the cafeteria and on the playground.
- H. Distributes and collects playground equipment, materials, and supplies used in the cafeteria and on the playground.
- I. Assists with the supervision of students during periods of emergency drills and at other times when requested to do so by his/her supervisor.
- J. Performs clerical duties related to the food service and recreation programs, including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
- K. Helps young students with their clothing, eating habits and toileting activities.
- L. Participates in in-service training as assigned.
- M. Performs other duties as required for the daily operation of the school and/or as may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Appointed annually for a period consistent with the provisions of the contract between the Princeton Public Educational Support Staff Association and the Board of Education.

SALARY:

To be determined annually based upon the contract between the Board of Education and the Princeton Public Educational Support Staff Association.

EVALUATION:

Performance will be evaluated annually in accordance with the Board's policy on the evaluation of support personnel.

HUMAN RESOURCES MISSION STATEMENT:

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualification and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever necessary to ensure the success of the District's goals.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature of Applicant/ Employee

Date

EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER