

SOUTH PLAINFIELD PUBLIC SCHOOLS
South Plainfield, New Jersey

JOB DESCRIPTION

Title: Duty Aide

- Qualifications:
1. A graduate of an accredited secondary school.
 2. Good moral character.
 3. Ability to meet health qualifications required of teachers.
 4. Possesses sensitivity essential to establishing a good working relationship with age level of students to whom person will be assigned.
 5. Ability to be courteous and friendly with students.
 6. Be receptive to direction.
 7. Ability to make appropriate decisions related to duties.

Report To: Principal

Job Goal: An hourly employee of the Board of Education who, under the direction of principal or teacher, assists in the supervision of pupils by performing duties assigned by the principal or responsible teachers as per job description and within the limits of his/her training and specific limits established by the Board of Education and the New Jersey State Board of Education

Performance Responsibilities:

Playground

1. Assist with playground supervision; be alert to conditions and play which might detract from safety and welfare of the students engaged in playground activities; immediately notify teacher or principal of circumstances that could affect welfare of students.
2. Notify principal or teacher-in-charge of any conditions which may prove hazardous to students.

DUTY AIDE

3. Report immediately the presence of outsiders who have not been cleared by the principal or teacher-in-charge.
4. Encourage students to be cooperative in their interactions with other pupils.
5. Seek the assistance of the principal or teacher-in-charge in the event of unusual conditions or incidents beyond the aide's ability to handle.
6. Assist handicapped students.

Inclement Weather

1. Supervise lunch/recess activities in the classroom or other indoor location as the cafeteria/all-purpose room/gymnasium, library/media center, etc., under the direction of the principal, teacher-in-charge, or other designated certified professional personnel.
2. Be alert to conditions and play which might detract from safety and welfare of the students engaged in lunch/recess activities; immediately notify teacher or principal of circumstances that could affect welfare of students.
3. Notify principal or teacher-in-charge of any conditions which may prove hazardous to students.
4. Report immediately the presence of outsiders who have not been cleared by the principal or teacher-in-charge.
5. Encourage students to be cooperative in their interactions with other pupils.
6. Seek the assistance of the principal or teacher-in-charge in the event of unusual conditions or incidents beyond the aide's ability to handle.
7. Assist handicapped students.
8. Encourage pupils to employ modulated voices in their verbal exchanges with their friends.
9. Encourage a respect for each student's rights.
10. Demonstrate courtesy and tact in dealing with students.

Lunchrooms:

1. Supervise lunch/recess activities in the classroom or other indoor location as the cafeteria/all-purpose room/gymnasium, library/media center, etc., under the direction of the principal, teacher-in-charge, or other designated certified professional personnel.

DUTY AIDE

Performance Responsibilities (cont):

2. Assist with distribution of lunch tickets for free and reduced lunch and assist with lunch money loans.
3. Assist with directing of students to food lines and to classrooms.
4. Encourage pupils to be tidy in their use of the cafeteria
5. Encourage pupils to employ modulated voices in their verbal exchanges with their friends.
6. Encourage a respect for each student's rights.
7. Seed the assistance of the principal or teacher-in-charge in the event of unusual conditions or incidents beyond the aide's ability to handle.
8. Demonstrate courtesy and tact in dealing with students.
9. Assist handicapped students.

Hall Duty

1. Hall duty aides will encourage students to be quiet and to avoid interrupting or distracting classes as they pass through.
2. Hall duty aides will be authorized to file disciplinary reports and may refer students to the office. Aides will seek assistance of teachers or supervisors in the event of difficulty.
3. Hall duty aides will monitor and may check hall passes to insure student not cutting class.
4. Duty aides will ask students not to consume food in corridors.
5. Duty aides (female) will monitor female lavatories. School infractions will be brought to attention of teacher or immediate supervisor.
6. Duty aides will challenge strangers and ask them to either leave the premises or report to the office for a visitor's pass.
7. Duty aides will insure that all doors be closed that are so designated.

Bus Loading:

1. Assist with bus loading and other duties as may be assigned by the principal or teacher-in-charge.
2. Monitor student lines.
3. Enforce safety rules and regulations

Limitations:

1. Aides may not perform duties reserved for teachers.
2. They may not employ any form of corporal punishment as forms of discipline.
3. They may not discipline students except within limits established by the principal and teacher-in-charge.

DUTY AIDE

Performance Responsibilities: (cont)

4. Aides will inform principal or teacher-in-charge of unusual behavior problems.

Evaluation: Aides will be evaluated by principal in consultation with teacher-in-charge in January and May of each year.

Principal will be responsible for appropriate in-service education for aides.

Salary: Aides will be paid the prevailing hourly rate as approved by the Board of Education.

Term of Employment: Ten month school year or as per terms established by the Board of Education.

Approved: