

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
LUNCH/GENERAL AIDE

Date of Adoption: December 22, 2011

JOB TITLE: Lunch/General Aide

REPORTS TO: Principal or designee

NATURE AND SCOPE OF JOB:

Lunch/general aides may be assigned to work either as a lunchroom aide or general aide or a combination of both. The lunch/general aide's main function is to provide lunchroom/playground supervision during the student lunch hour. In addition, lunch/general aides assist an individual teacher, groups of teachers or the general office with clerical tasks. The lunch/general aide works cooperatively with all members of the school building staff and may be assigned to assist a student or group of students.

QUALIFICATIONS:

1. Have excellent integrity and demonstrate good moral character and initiative.
2. Show evidence of successful experience in working with children.
3. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
4. Demonstrate the ability to communicate effectively in English, both 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 Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
8. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

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JOB RESPONSIBILITIES:

Under the direction of the principal or other staff members to whom assigned, and within the Board of Education policies, the lunch/general aide is responsible for, and has commensurate responsibility to accomplish the duties set forth below:

1. Implements the directions of the building principal or other staff members to whom assigned.
2. Performs general clerical services, included, but not limited to, assisting in the media center, pupil attendance, book processing, as directed by the building principal.
3. Prepares specific instructional materials through typing, copying and duplicating as directed and within his/her area of competence.
4. Assists in maintaining standards of pupil behavior needed to provide an orderly lunchroom and playground environment.
5. Keeps appropriate records and prepares reports as required.
6. Develops and maintains competence through participating in in-service activities provided at the building level.
7. Upholds and enforces school rules, administrative regulations, and board policy.
8. Helps to provide academic support to those students requiring addition assistance.
9. Supporting/fostering social/emotional growth.
10. Interacts with administrative and supervisory personnel and other school building staff as required.
11. All other duties as assigned.

EVALUATION:

The Principal and/or designee shall evaluate the Lunch/General Aide in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.