

LACEY TOWNSHIP SCHOOL DISTRICT

School Duty Aide

JOB TITLE: School Duty Aide

REPORTS TO: Building Principal

JOB GOAL: School duty aides work under the supervision of the building principal or department supervisor on tasks given by their administrator. Such tasks shall be consistent with the duties listed below, but need not include all; the functions performed are contingent upon the needs and of the department to which he/she is assigned.

QUALIFICATIONS:

1. Minimum of a high school diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

RESPONSIBILITIES:

1. Help supervise students in the lunchroom, recess field and classroom during lunch/recess periods.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
4. Ensures the cleanliness of tables and surrounding areas.
5. Assists in the transition of students from recess and lunch.
6. Helps supervise activities on the playground during recess.
7. In inclement weather, assists teachers in circulating among assigned classrooms and hallways to supervise students' inside recess activities.
8. To assist in the safe discharge of students from the busses, and the safe boarding of the busses by the students.
9. Perform other related duties as assigned.

TERMS OF EMPLOYMENT: Ten month
Salary to be established by the Board of Education.

EVALUATION: Performance of responsibilities will be evaluated in accordance with established procedure.

School Duty Aide (continued)

Approved by: Lacey Township Board of Education

Revised:

Date Approved: May 18, 2015

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.