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

Date of Adoption: December 22, 2011

JOB TITLE: Lunch/General Aide

<u>REPORTS TO:</u> 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.