

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

TITLE: Aide - Cafeteria, Safety and Health

QUALIFICATIONS:

1. High school diploma or equivalent, and meets the federal definition of a Highly Qualified aide.
2. Demonstrated effectiveness for the responsibilities outlined.
3. Demonstrated ability to work with children and parents,
4. Good oral and written communication skills.
5. Ability to work on site during the hours required.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports To: Principal/Classroom Teacher

General Duties and Job Goals: To assist the building personnel in the safety of students, smooth operation and security of the building and to provide physical help and emotional support to students where assigned. Aides will serve as a collaborative team member under the direction of certified personnel. These positions do not qualify for the necessity of HQ standards in NCLB.

Performance Responsibilities

1. Assist the building personnel in the monitoring and safety of children.
2. Work with students to reinforce positive behavior, citizenship and safety.
3. Effectively operate and care for equipment used in the specified duties.
4. Assist in the specific area assigned, i.e. the cafeteria, office, nurse's room, library, or hall including non-instructional times such as drills, assemblies, play periods, and field trips.
5. Keep children quiet and safe when they enter and leave the building, move from place to place and participate in recess.
6. Assist with yard duty, cafeteria cleanliness and safety, attendance verifications, enrollment procedures, first aid, and home contacts when needed.
7. Perform tasks which may at times may require independent judgment.
8. Receive children when delivered by parents or buses and monitor and effectively direct children's activities under district and building guidelines.
9. Watch for potential hazards relevant to young children and reports those hazards to appropriate personnel.
10. Maintain and put away equipment and materials at the end of each session.
11. Maintain positive relations with other building personnel, students, parents, visitors, vendors and community members.
12. Help maintain bulletin boards, classroom spaces, outdoor centers, specified student records and learning displays.
13. Perform clerical duties related to the program assigned including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home under the direction of members of the certificated staff.
14. Provide services which conform to district objectives, board policies, administrative directions and state laws/regulations.
15. Help students when needed with their clothing, snack time routines, and, when required, toileting activities.
16. Participate in professional development training as assigned.
17. Perform other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education and the MEA.

EVALUATION: Annually in accordance with the board's policy on evaluation of non-certified staff.

REVISED: 2002, 2006, 2008, 2011