

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

TITLE: Aide – Lunch Monitor

QUALIFICATIONS:

1. High school diploma or equivalent, and holds NJ certification as a County Substitute Teacher.
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/Assistant Principal

General Duties and Job Goals: To assist the building personnel in the safety of students during lunches and recesses, and maintain a safe environment in outdoor areas and cafeterias.

Performance Responsibilities

1. Assist the building personnel in the monitoring and safety of children during lunches and recess as assigned.
2. Work with students to reinforce positive behavior, citizenship, conformity to school rules and safety.
3. Effectively monitor the safe use of equipment, swings,, and outdoor play areas in the assigned areas.
4. Keep children quiet and safe when they enter and leave the building, move from place to place and participate in recess.
5. Perform tasks which may at times may require independent judgment.
6. Monitor and effectively direct children's interactions and behaviors.
7. Watch for potential hazards relevant to young children and reports those hazards to appropriate personnel.
8. Maintain and put away equipment and materials at the end of each session.
9. Maintain positive relations with other building personnel, students, parents, visitors, vendors and community members.
10. 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.
11. Provide services which conform to district objectives, board policies, administrative directions and state laws/regulations.
12. Help students when needed with their clothing, snack time routines and lunch activities.
13. Participate in professional development training as assigned.
14. 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: 2006, 2008, 2011