

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Noontime Aide

**REPORTS TO:** Principal

**QUALIFICATIONS:**

1. High School Diploma
2. Minimum experience as determined by the Board of Education
3. Collegial/collaborative interactive style
4. Ability to relate well to students
5. General professionalism
6. Confidentiality
7. Required criminal background check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** To supervise children during lunch and recess time and to assist the office staff and teachers in clerical tasks

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise students during the lunch period in the classroom and/or multi-purpose room and while at play on the playground
2. Ensure that all students adhere to proper rules of conduct as determined by the administration
3. Ensure that appropriate safety standards in the classroom, the multi-purpose room and on the playground are adhered to by all students
4. Report infractions of the rules to the classroom teacher
5. Report all accidents to the nurse immediately and inform the classroom teacher as to what happened as soon as practical
6. Direct the movement of groups of students to and from the multi-purpose room and the playground
7. Assist the secretary and/or teacher with clerical tasks as assigned
8. Communicate any special needs of individual students to the teacher
9. Perform such other duties as may be assigned

Adopted: 12/89

Approved: 5/12/09

JD/School Building Personnel