

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Part-Time Office Aide

REPORTS TO: Principal

QUALIFICATIONS:

1. High School Diploma
2. Collegial/collaborative interactive style
3. Ability to relate well to students and parents
4. Ability to conduct oneself with professionalism
5. Able to maintain confidentiality
6. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To assist the office staff and principal with clerical tasks, coordinate the School Breakfast and Lunch program, assist with classroom coverage when needed and supervise children during lunch and recess.

PERFORMANCE RESPONSIBILITIES:

1. Assist with the school's daily operations including in the main office and other assigned locations.
2. Provide coverage for the main office during breaks and other absences of main office staff.
3. Assist with the coordination and supervision of the school lunch and/or breakfast program.
4. Assists with bus duties and arrival/dismissal procedures.
5. Assist in greeting and screening visitors to the school or office.
6. Supervise students during lunch in the classroom and/or multi-purpose room and while at play on the playground to ensure a safe school environment.
7. Ensure that all students adhere to proper rules of conduct as determined by the administration.
8. Ensure that appropriate safety standards in the classroom, the multi-purpose room and on the playground are adhered to by all students.
9. Report infractions of the rules to the classroom teacher or building principal.
10. Report all accidents to the nurse immediately and inform the classroom teacher as soon as practical.
11. Direct the movement of groups of students to and from the multi-purpose room and the playground.
12. Communicate any special needs of individual students to the teacher.
13. Perform such other duties as may be assigned.

Adopted: July 20, 2017

JD/School Building Personnel