

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SKIP Teacher Aide

REPORTS TO: SKIP Teacher
Director of PACE

JOB GOAL: Work collaboratively with all members of the SKIP program to fulfill the needs of the elementary child by providing an environment in which children can develop the educational, social and emotional skills needed in adulthood.

QUALIFICATIONS:

1. High School degree or equivalent
2. Fulfill CPR/First Aid Certification and training and certification pursuant to N.J.S.A. 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
3. Desire to work with children in a collaborative environment
4. Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES

1. Maintain a safe environment for all children during all times.
2. Supervise orderly transition between school and SKIP and the safe dismissal of all students.
3. Assume responsibility of SKIP site if the teacher is not present and follow SKIP procedures.
4. Take proper attendance according to SKIP policy.
5. Assist in the planning of activities and programs including but not limited to: Indoor/outdoor sport activities, art projects, planning of special activities, holiday celebrations and parties.
6. Perform food service activities such as setting and clearing tables, the distribution of snacks, and maintaining a sanitary environment. Be aware of student's with special needs i.e. allergies during snack.
7. Ensure general clean up and housekeeping of SKIP areas. This includes the inspection of toys, equipment, and supplies for safety hazards, damage or wear.
8. Correct safety hazards and unsafe situations.
9. Assist in the ordering of SKIP supplies and the inventory of equipment.
10. Communicate with parents regarding a child's emergency or illness, discipline issues or as needed.
11. Prepare reports when necessary regarding discipline, accidents, etc.
12. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the director.

Approved: 5/12/09

Revised: 9/24/09

JD/PACE