

# **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

**TITLE:** SKIP Teacher Aide

**REPORTS TO:** SKIP Teacher  
AM/PM Supervisors  
Coordinator of External Programs

**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 at all times.
2. Supervise orderly transition between school and SKIP and the safe dismissal of all students.
3. Work with the substitute teacher in the event of absence to ensure SKIP procedures are followed.
4. Take proper attendance according to SKIP policy.
5. Assist in the implementation 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, distributing snacks, and maintaining a sanitary environment. Be aware of students with special needs e.g., allergies during snack.
7. Ensure general clean-up and housekeeping of the SKIP site. 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 in coordination with the SKIP teacher.
11. Prepare reports when necessary regarding discipline, accidents, etc. in a timely manner in coordination with the SKIP teacher.
12. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the SKIP teacher, supervisors, and/or coordinator.

Approved: 5/12/09

Revised: 9/24/09

Revised: 3/24/22