

Middlesex Public Schools
JOB DESCRIPTION

Job Title: **LUNCH/RECESS AIDE**

Qualifications:

1. High school diploma or GED
2. Demonstrated ability to assist with structured activities and to communicate effectively
3. Awareness of diverse needs of children with disabilities
4. Required criminal history check and proof of U.S. citizenship or legal resident alien status
5. Willingness to participate in required district training and duties as needed

Reports to: Building Principal or other administrator

Job Goal: Demonstrates the ability to satisfactorily perform the work as specified in the job description.

Performance Responsibilities:

1. As required, assists with the Supervision of students, ensuring that health and safety issues are addressed, including safe movement in the school and on the school grounds.
2. Maintains a clean and orderly environment.
3. Assists in handling interruptions and emergencies as necessary.
4. Assists in maintaining clean areas for students to eat.
5. Communicates to the teacher or principal any unusual situations or needs of students. Immediately advises appropriate school personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol or controlled substances.
6. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
7. Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines.
8. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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LUNCH/RECESS AIDE – page 2

9. Performs any duties and responsibilities that are within the scope of employment, as assigned by the teacher or principal, and not otherwise prohibited by law or regulation.

Terms of Employment: Work year and contracted rate to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of non-certified staff.

Approved by: Board of Education **Date:** September 4, 2001

Revised: September 25, 2017