

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Classified

POSITION: Early Childhood Aide - Classroom

DEPARTMENT: Early Childhood

QUALIFICATIONS:

1. High School diploma/equivalent.
2. Ability to relate well to parents and staff.
3. Skill in working closely with students.
4. Demonstrate potential for growth, creativity and flexibility.

REPORTS TO: Building Principal

OVERALL RESPONSIBILITY:

To work closely with preschool children requiring assistance on a regular basis, under the direction and supervision of the certificated classroom teacher.

ESSENTIAL AREAS OF RESPONSIBILITY:

Regular Classroom Assignment:

1. Adheres to all legal requirements for protection of student/parent rights and protects the confidentiality of all records and information as required.
2. Uphold all state standards regarding the organization, cleanliness and sanitation of the classroom.
3. Establishes and maintains, as fully as possible, a positive and supportive relationship with student(s) without fostering or encouraging intense emotional involvement or dependence.
4. Will perform job-related duties including, but not limited to, the following: assist with classroom record keeping, the taking of anecdotal notes and child observations as required for authentic assessment.
5. Actively participates in large and small group times and all other parts of the classroom daily routine.
6. Functions under the general supervision of the classroom teacher and assists with supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
7. Assists children during snacks and family-style lunch, encouraging children to set-up the tables and to serve themselves.
8. Assists teacher and students in the use of instructional equipment and materials.
9. Participates in in-service and staff development programs and activities as required.
10. Assists children with toileting and changing of clothes, as necessary.

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11. Assists the student(s) in such physical tasks as may be required for gross motor activities.
12. Must have the physical capabilities to lift children, bend down to sit at the children's level, stack cots, and run after the children, if necessary.
13. Utilizes problem solving approach when addressing conflict resolution with the children.
14. Performs such other related duties as may be assigned by Principal or Director of Early Childhood.

TERMS OF EMPLOYMENT:

6 hours and 30 minutes per day.

180 day contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time as needs necessitate by the Pemberton Township School District. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance shall be evaluated in accordance with the Board's policies and procedures.

ADOPTED BY: Pemberton Township Board of Education

FIRST READING: November 29, 2001

REVISED: November 26, 2002

REVISED: September 25, 2003

REVISED: April 6, 2004

REVISED: January 24, 2008

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