
Job Descriptions

Title: Cafeteria Aide

Reports to: Building Principal

Job Goal: Establish and maintain a calm, pleasant atmosphere in the cafeteria so all students are able to enjoy their lunches. Monitor and assist students during lunch. Supervise to ensure a positive, safe environment.

Qualifications:

- Background experience working with children is helpful.
- Ability to develop effective working relationships with students, staff and school community.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to interpret, analyze and problem-solve.
- Walk/stand - 90% - walk/stand - 100%. Some lifting.
- Pleasant positive attitude.
- Current Act 34 and Act 151 clearances must be provided.
- Sensitivity to children.
- Ability to maintain confidentiality.

The person, while performing in this position, will be required to:

- A. Use hands to handle or feel objects, tools, or controls,
- B. Talk and hear;
- C. Sit, stand and walk, and occasionally required to stoop, kneel, and crouch;
- D. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
- E. Have the ability to lift and/or move up to 25 pounds;
- F. Possess effective communication, judgment, planning and human relations skills;
- G. Be subject to inside office environmental conditions with noise levels that range from low to loud.

Specific Essential Duties and Responsibilities:

- A. Organize students into orderly lines for food purchase.
- B. Help students develop and observe proper eating habits, in terms of etiquette and nutrition.
- C. Assist students with needs - providing utensils, straw, napkins, opening containers, etc.
- D. Organize students for orderly disposal of trash and trays.
- E. Organize students for orderly dismissal.
- F. Inform principal ASAP of serious infractions of disciplinary rules. Complete appropriate paperwork.
- G. Maintain order and discipline during duty time.
- H. Resolve minor student conflicts.
- I. Monitor student movement in and out of cafeteria.
- J. Ensure that trash and spills are cleaned up.
- K. Circulate among tables to be available for assistance to students and resolve minor problems.
- L. Encourage courtesy and good table manners.
- M. Stack trays for student use and wipe off tables between lunch periods.

- N. Communicate cafeteria rules in a positive way.
- O. Maintain cooperative working relationship with all staff members.
- P. Continually strive toward a positive relationship with the community that is conducive to the effective implementation of all district programs and services.
- Q. Responsible for students' safety and well-being.
- R. Maintain current CPR and First Aid certification.
- S. Follow elementary school approved disciplinary plan including rules, consequences, and procedures.
- T. Monitor visitors in cafeteria. All visitors must display a visitor's badge.
- U. Administer consequences for infractions directly observed. Students may not discipline peers or be left in charge of peers.
- V. Perform other duties as assigned by principal.

Terms of Employment:

1. Ten-month position
2. Salary and benefits pursuant to Collective Bargaining Agreement

Evaluation:

Employees shall be evaluated annually and in accordance with District Policy 512.

Verification:

The undersigned have read and concur with the information contained in this position description.

Position Holder

Date

Supervisor

Date

The Derry Township School District is an equal opportunity employment, educational and service organization.

Job Descriptions

Title: **Recess Aide**

Reports To: Building Principal

Job Goal:

Provide meaningful playground supervision enabling students to enjoy group interaction and physical exercise. Ensure a positive safe environment for children.

Qualifications:

- ◆ Ability to work effectively with students, school personnel and the community.
- ◆ 90% walk/stand - 100% walk/stand - some lifting.
- ◆ Ability to interpret, analyze and problem solve.
- ◆ Background experience working with children is helpful.
- ◆ Knowledge of playground games and activities.
- ◆ Ability to communicate clearly and concisely - orally and in writing.
- ◆ Pleasant, positive attitude.
- ◆ Current Act 34 and Act 151 clearances must be provided
- ◆ Sensitivity to children.
- ◆ Ability to maintain confidentiality.

The person, performing in this position, will be required to:

- ◆ Use hands to handle or feel objects, tools, or controls,
- ◆ Talk and hear;
- ◆ Sit, stand and walk, and occasionally required to stoop, kneel, and crouch;
- ◆ Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
- ◆ Have the ability to lift and/or move up to 25 pounds;
- ◆ Possess effective communication, judgment, planning and human relations skills;
- ◆ Be subject to inside office environmental conditions with noise levels that range from low to loud.

Performance Responsibilities:

- a. Monitor and supervise students at play time.
- b. Resolve minor student conflicts. Report serious misbehavior to principal.
- c. Organize group games and activities.
- d. Provide equipment for individual or group use. Report all defective play equipment or unsafe areas on playground to principal.
- e. Provide a work order as needed.
- f. Direct orderly and safe movement to and from playground or play area.
- g. Immediately report any injuries to proper authorities (send or take to nurse).
- h. Maintain order and discipline during duty time.
- i. Supervise children to ensure they play in a safe manner and in assigned areas.
- j. During inclement weather, rotate among classrooms ensuring that children are engaged in appropriate activities - quiet games, reading, etc.
- k. Circulate to maintain harmonious atmosphere on playground.
- l. Assume responsibility for play equipment.

- m. Participate in staff development activities.
- n. Responsible for students' safety and well-being.
- o. Maintain cooperative relationship with all school personnel.
- p. Strive toward a positive relationship with the community that supports effective implementation of district's programs and services.
- q. Maintain current CPR and First Aid Certification.
- r. Follow elementary school approved disciplinary plan including rules, consequences, and procedures.
- s. Monitor visitors on playground. All visitors must display a visitor's badge.
- t. Administer consequences for infractions directly observed. Students may not discipline peers or be left in charge of peers.
- u. Perform other duties as assigned by principal.

Terms of Employment:

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