

Montague Twp. School District

Job Description

TITLE: Lunch Aide

REPORTS TO: CSA/ Principal/ Building Administration/ Food Services Coordinator

QUALIFICATIONS:

- High School Diploma
- Minimum experience as determined by the Board of Education
- Collegial/collaborative interactive style
- Ability to relate well to students
- General professionalism
- Confidentiality
- Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To supervise children during lunch and recess time and to assist the office staff and teachers in clerical tasks

PERFORMANCE RESPONSIBILITIES:

- Supervise students during the lunch period in the classroom and/or multi-purpose room and while at play on the playground, if applicable.
- Ensure that all students adhere to proper rules of conduct as determined by the administration
- Ensure that appropriate safety standards in the classroom, the multi-purpose room and on the playground are adhered to by all students.
- Report infractions of the rules to the classroom teacher
- Report all accidents to the nurse immediately and inform the classroom teacher as to what happened as soon as practical
- Direct the movement of groups of students to and from the multi-purpose room, academic classrooms and/or the playground
- Assist the secretary and/or teacher with clerical tasks, as assigned
- Perform such other duties as may be assigned

Approved: 10/11/21

Revised:

Montague Twp. School District

NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with this position. This Job Description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The School District may add to, modify, or delete any aspect of this job (or position itself) at any time as it deems necessary and/or advisable.