

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

TITLE:	LATCHKEY- Group Aide
QUALIFICATIONS:	<ol style="list-style-type: none">1. High School Diploma2. Minimum experience as determined by the Board of Education3. Knowledge of child growth and development and ability to assist with instructional activities4. Good oral and written communication skills5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Latchkey Lead Teacher
SUPERVISES:	Provides supervision of latchkey activities under the direction and supervision of the latchkey lead teacher, building principal, or other designated certified personnel.
JOB GOAL:	To promote the achievement of students' educational goals and learning objectives by providing supplemental educational activities.

PERFORMANCE RESPONSIBILITIES:

1. Arrives to work at scheduled time daily
2. Maintains a clean and appropriate physical appearance
3. Wears clothing and shoes appropriate for moving and playing outside and inside with children
4. Maintains a clean and safe environment for latchkey students
5. Supervises and interacts with all latchkey students in order to form a positive relationship
6. Assists with First Aid and CPR as needed and trained
7. Documents all parent communication and injuries/incidents
8. Sets up and cleans up snack daily
9. Assists with effective behavior management
10. Works with individual students or small groups during preplanned activities
11. Interacts with students during outdoor or indoor gross motor play
12. Interacts with students during indoor games and activities
13. Operates and cares for equipment used in the latchkey program
14. Maintains proper and appropriate parent communication
15. Guides students during homework time
16. Performs clerical duties related to the program including attendance reporting, copying, distribution and return of notices home
17. Helps very young children with snack time routine and clothing/toileting activities
18. Participates in professional development training as assigned

- 19. Attends monthly staff meetings
- 20. Maintains proper and helpful communication between other staff members
- 21. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year as defined by contract and the board of education

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy in evaluation on non-certified staff. Evaluation completed by Latchkey Lead Teacher.

Approved By: _____ Date: _____

Revised: _____

Legal References:

N.J.S.A 18A:6-7.1 CRIMINAL HISTORY RECORD

N.J.S.A. 18A:16-1 OFFICERS AND EMPLOYEES

N.J.S.S.18A:16 -2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.A.C. 6:3-4A-4 REQUIREMENTS OF PHYSICAL EXAMINATIONS