

TITLE: 21st CCLC ACTIVITY AIDE

QUALIFICATIONS:

1. High School Diploma; college-level coursework in education or related field.
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children.
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: 21st CCLC Director

JOB GOAL: To assist the 21ST CCLC teacher by working with individual and small groups of students to provide them with physical help and emotional support as needed to gain optimum benefit from the District's 21st CCLC programs.

PERFORMANCE RESPONSIBILITIES:

1. Assists students under the supervision of teacher to reinforce material initially introduced by the teacher.
2. Alerts the teacher to special needs of individual children.
3. Assists, where appropriate, in escorting children to arrival/departure areas
4. Completes clerical duties as assigned by the Site Supervisor and Director.
5. Assists pupils with various activities including academics and sports.
6. Assists with the supervision of children during emergency drills, assemblies, field trips and play periods. Guides children in working and playing harmoniously with other children.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.