Tenafly PUBLIC SCHOOLS

LUNCH PARAPROFESSIONAL

Qualifications:

- High school diploma.
- Minimum experience as determined by the Board.
- Demonstrated ability to work successfully with children and adults, and to perform assigned duties.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Primary Function:

To assist in the maintenance of an orderly, safe, and pleasant atmosphere in the cafeteria or playground by helping and assisting with the supervision of students at mealtime or during recess.

Direct Report:

Principal or designee

Specific Duties and Responsibilities:

- Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Assists with the supervision of students in the cafeteria during meals or playground during recess.
- Maintains a system for orderly food purchase by students, disposal of food waste, return of trays and utensils, or distribution and collection of playground equipment.
- Sees that students are seated or playing in assigned areas.
- Circulates among the tables during the mealtime or the playground during recess so as to be available to children who need help or to resolve any minor problems that arise.
- Makes a written record of student disciplinary issues, injuries, or other incidents and transmits the record to the appropriate authority.
- Ensures the cleanliness of tables or playground and surrounding areas.
- Organizes groups for orderly return to class from the cafeteria or playground. Performs other duties assigned by the building Principal, or required by law, code, regulation, and/or Board policy.

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 provisions of the Board's policy on evaluation of non-certified staff.

Board Approved:

Resolution #P-5/July 15, 2021(Revised)

Revised: