

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Business/Operations

TITLE: CARE STUDENT AIDE

QUALIFICATIONS:

1. Minimum age 16 years or older
2. A Letter of Recommendation from an adult (i.e. Teacher, Pastor, Employer. Etc...)
3. Must have a C or better in all Subjects
4. No Out of School or In School Suspensions
5. Cannot have missed more than 10 days from school or 5 lateness
6. Have good presentation and communication skills.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: CARE Project Director

JOB GOAL: To assist the CARE staff with program activities.

PERFORMANCE RESPONSIBILITIES

1. Positively interact with students, parents, community partners, and staff.
2. Assist with serving of student meals.
3. Assist with academic remediation and enrichment activities.
4. Participate in staff meetings
5. Accurately assist in filling out daily attendance, activity reports and all site paperwork required.
6. Any other responsibilities seen necessary by the Site Coordinator or Project Director.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

CARE STUDENT AIDE (continued)

2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.
5. Speak and hear.
6. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
7. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
8. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Other

1. Performs related duties as assigned.

TERMS OF EMPLOYMENT: Part-time, hourly rate as set by the BOE.

ANNUAL 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.

Approved by: Pleasantville BOE

Date: September 15, 2015

Revised: