

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **COMMUNITY AIDE**

Reports to: Assistant Principal

Nature and Scope of the Job:

Community Aides play a vital role in maintaining a positive school climate. They must deal with a variety of people including staff, administration and students in a way that satisfies individual needs and consistently enforces MRHSBOE policy and procedure. A successful community aide must be patient and remain positive in the face of adverse situations. The ultimate indicator for success will be an orderly environment where students are free to learn and grow safely.

Qualifications:

1. Ability to communicate effectively with students, parents and school staff
2. Required criminal history check and proof of US citizenship or legal resident alien status
3. Demonstrated and sustained ability to perform all of the necessary physical and mental functions of active job performance
4. Demonstrated sensitivity for cultural diversity
5. Valid NJ driver's license
6. Meet standards to qualify as a substitute teacher

Employment Terms:

Ten (10) months in accordance with published annual school calendar. This job title is a member of the Monmouth Regional Educational Association.

Job Functions and Responsibilities:

1. Assist Assistant Principal in maintaining discipline procedures
2. Supervise students in designated, scheduled area
3. Assist Assistant Principal office in collection of homeroom materials
4. Report emergency situations to Assistant Principal
5. Assist substitute coordinator in emergency situations
6. Assist Assistant Principal in relevant student investigations
7. Enforce all district policies and procedures
8. Supervise parking lots, hallways, locker rooms, bathrooms, cafeteria, and grounds for students' appropriate presence and behavior
9. Escort parents, visitors and students to various offices when requested by the Assistant Principal or Principal's Office
10. Check for student passes
11. Complete other duties as assigned by the Principal or Assistant Principal

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Evaluation:

To be completed annually by the Assistant Principal.

Approved

Date

First Reading Board of Education: October 20, 2015

Second Reading Board of Education: November 3, 2015