

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE: INSTRUCTIONAL AIDE**

An instructional aide's primary responsibility shall be aiding the instructional process, the delivery of instruction. This position shall not be confused with a teacher's aide, which primarily aids a teacher.

**QUALIFICATIONS:**

N.J. Department of Education Substitute Teacher Certificate or any approved NJDE Teaching Certificate.

Proven successful experiences in working with children and staff in an organized school and learning environment.

Required criminal history background check

New Jersey residency required

**REPORTS TO:** Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the implementation of basic skills, special education, remedial skills, supplementary, gifted and talented or tutorial education services under the direction of the classroom teacher.
2. Supports the daily school routine, classroom management, discipline, and learning environment as provided by the certified school personnel.
3. Facilitates students in the major and minor subject areas, small group instruction, related and ancillary services for the teachers in charge.
4. Assists the students and teachers with all instructional equipment, media, and materials necessary for a successful lesson.
5. Assists in the supervision of students in their normal daily procedures and routines in the classroom, service areas, hallways, lunchroom, bathrooms, field trips, school bus, playground and all areas of general school supervision within the guidelines of board policy and regulations.

6. Supervises students in the cafeteria during meals.

Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.

Sees that students are seated in assigned areas.

Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.

Ensures the cleanliness of tables and surrounding areas.

Organizes groups for orderly dismissal from the cafeteria.

7. Supervises recess activities and, as necessary, organizes group recess activities, games, etc.

8. Performs other such appropriate activities, tasks, and responsibilities as designated by the Supervisor of Curriculum and Instruction, Supervisor of Special Education, and the building principal.

**TERMS OF EMPLOYMENT:** Ten month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17, 2019

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Employee Signature