

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **OFFICE AIDE**

QUALIFICATIONS:

Successful experience working with school children;

Effective problem-solving, human relations, and
communication skills;

Required criminal history background check

- New Jersey residency required

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Assists with the clerical work and effective operation of the school office including:

 Filing
 Coping/Printing
2. Assists with all office procedures
3. Assists teachers and students with materials
4. Helps to maintain a comprehensive and efficient system for data entry
5. Performs such other related duties as may be assigned by the 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

Employee Signature