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Ben Franklin Academy

Position Title: Lunchroom/Playground Aide

Reports To: Principal or designee

POSITION SUMMARY

To assist in maintaining an orderly, safe and pleasant atmosphere in the cafeteria, on the playground, and in other designated locations by helping and supervising students at mealtime and at playtime in accordance with BFA policy and procedures.

RESPONSIBILITIES

Work Performance

- Assists in setup and breakdown of cafeteria tables.
- Supervises students in the cafeteria during meals.
- Maintains a system for orderly food/beverage purchase by pupils and disposal of food waste.
- Sees that students are seated in assigned areas throughout their time in the cafeteria.
- Circulates among assigned 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.
- Communicates with the classroom teachers about any relevant concerns.
- Informs principal of any serious infractions of discipline rules by students.
- Notifies principal immediately in event of a breach of security procedures.
- Brings medical problems and injuries to the immediate attention of school nurse, principal or designee.
- Is alert at all times to the children and their needs.
- Organizes groups for orderly dismissal from the cafeteria.
- Supervises students in the play area, as well as in moving to and from the play area.
- Supervises students in designated classrooms in the event of inclement weather or other situations.
- Follows all policies, rules and procedures established by the school.

Work Traits

- Maintains confidentiality about students in accordance with school and district guidelines.
- Maintains a positive demeanor at all times including, but not limited to, use of appropriate language.
- Maintains an appropriate record of punctuality and attendance.
- Demonstrates an openness to suggestions for improving performance.
- Demonstrates initiative, independence and decision-making appropriate to the performance tasks of this position.

Professional Development

Participates in orientation programs and other staff development opportunities in accordance with BFA guidelines and resources to enhance job-related skills and knowledge.

School/Community Relations

- Demonstrates a willingness to assist and work cooperatively with colleagues.
 - Displays tact and courtesy when dealing with students, staff and others in the performance of this position.
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Other

Performs such other tasks and assumes such other responsibilities as assigned by the principal or designee.

POSITION REQUIREMENTS

MINIMUM EDUCATION OR FORMAL TRAINING

High school graduate or equivalent

MINIMUM EXPERIENCE

Less than one (1) year job related experience

SKILL REQUIREMENTS

- Demonstrates the ability to work successfully with children.
- Possesses the physical ability to perform assigned duties.
- Successfully completes required criminal history background check and has proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT

Hourly rate and work year to be determined by BFA Administration

EVALUATION

Performance of this job will be evaluated annually

LICENSES OR CERTIFICATION

None required

ESSENTIAL ENVIRONMENTAL DEMANDS

Frequent lifting, thirty-five (35) pounds
Occasional lifting, fifty (50) pounds
Constant standing, walking
Frequent squatting, reaching, stooping

SUPERVISORY DUTIES

None

Date: February 2013