

# School District of the Chathams



**259 Lafayette Avenue  
Chatham, New Jersey 07928**

## **JOB DESCRIPTION**

### ***Cafeteria/Playground Paraprofessional***

#### **QUALIFICATIONS**

- High School Diploma
- Experience working with children is an asset
- Demonstrated ability to work successfully with children and adults and to perform assigned duties
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

#### **REPORTING STRUCTURE**

- Principal

#### **OVERSIGHT**

- The lunchroom activities under the direction of the building principal and assigned teaching staff.

#### **JOB GOAL**

To ensure student safety and assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria and/or recess areas by helping and supervising students at mealtime. To exhibit respect and support for and adherence to goals, objectives, policies and procedures approved by the Board of Education.

#### **PERFORMANCE RESPONSIBILITIES**

- 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.
- Informs principal of any serious infractions of discipline rules by students.
- Ensures the cleanliness of tables and surrounding areas
- Organizes groups for orderly dismissal from the cafeteria
- Accompanies students to playground and monitors all activity. Organizes playground games and monitor student behavior
- Monitors orderly return to building from playground
- Performs other related duties as assigned.

### **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Education Association

### **EVALUATION**

Evaluation of paraprofessionals must include a conference between teacher in charge of the paraprofessional and the building principal and/or supervisor. Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [Date]