

CODE NO. 82205

~~SALARY \$1.65-\$1.75 per hour~~SCHOOL AIDEGeneral Statement of Duties and Responsibilities

Under direct supervision of the principal or of a teacher, relieves the teacher of school activities which do not require teaching or other professional skills, or assists the teacher in charge of the lunch room in routine aspects of the school lunch program; performs related work.

Examples of Typical Tasks

Relieves teachers of yard, hall, lavatory, study hall and other monitorial and patrol duties.

Handles, stores, and distributes text books, instructional supplies and materials, audio-visual equipment and materials, special materials for museum exhibits, science fairs, health education, art, Red Cross, auditorium programs, etc. Maintains inventories.

Accessions and mends classroom and central library books.

Acts as assistant to the school treasurer. Collects funds such as school bank, Current Events, G.O., lunch, milk, etc. Receives monies and records from the classroom teachers. Counts and deposits money. Transmits orders for lunches and milk. Prepares weekly lunch reports.

Assists with classroom clerical work of a routine nature.

Checks reports, notes, library lists, etc.

Handles the arrival and departure of children transported to school by bus.

Directs the school service squad in checking milk deliveries, in distributing milk to the classroom, in collecting containers, and in storing milk for later distribution.

Assists in maintaining order in the lunchroom. Receives the children in the lunchroom, directs them in hand washing, in disposal of wraps, and in lining up for lunch service.

Facilitates the service of lunch to young children. Assists older children in obtaining lunch. Oversees the return of dishes and utensils and the disposal of refuse.

Qualification Requirements

1. Graduation from an elementary school; or
2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is classified in the non-competitive class.

8.23.62

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