

NUTLEY PUBLIC SCHOOLS
NUTLEY, NEW JERSEY

Title: PRIMARY LEVEL CLASSROOM AIDE

Definition: The aide will work under the direct supervision of the principal/teacher in the classroom. The aide will assist the teacher with housekeeping duties, collection and preparation of instructional materials, supervision of pupil activities and other duties as assigned by the principal/teacher.

- Qualifications
1. Must have a high school diploma.
 2. Must have a reasonable command of the English language in both verbal and written contexts.
 3. Should be of good moral character.
 4. Should meet the health qualifications required of teachers.
 5. Must be able to perform adequately the tasks to which he/she will be assigned.

- Duties:
1. Housekeeping
 - A. Assist in supervision of cleaning up work areas.
 - B. Supervise schedule of routine cleaning of chalkboards, book shelves.
 - E. Assist teacher in displaying children's work on bulletin boards.
 - F. Assist in distributing notices and papers to go home.
 - G. Organize materials used at learning centers.
 2. Collection and preparation of instructional materials
 - A. Explain rules of games to small groups and distribute and collect instructional materials.
 - B. Explain and distribute materials needed for miscellaneous art projects.
 - C. Help distribute materials for instruction (art supplies, workbooks, pencils, crayons, etc.)
 - D. Collect and put away materials used for instruction on a daily basis (example: glue, scissors, paper, workbooks, etc.)
 - E. Run off dittos (teacher prepared materials).
 - F. Set up needed supplies and materials at learning centers before school begins.
 3. Supervision of Pupil Activities
 - A. Small groups involved with games
 - B. Small group art activity
 - C. Small group story
 - D. Small group--reinforce letter formation and numerals already taught by teacher
 - E. Small group activity involving manipulative materials for reading and/or math.

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Duties (Continued) 4. Other
Any other duties designated by classroom teacher
and/or building principal.

Training: Will be trained on the job in techniques appropriate to
the tasks to be performed by the principal/teacher.

Dated:
September 12, 1983