

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

TITLE: Security/Operations Aide

QUALIFICATIONS:

1. High school diploma or general education degree (GED).
2. Demonstrated ability to work well with others.
3. Experience working with school age children and young adults preferred.
4. Good oral and written communication skills.
5. Demonstrated interest, desire or experience in working with school age children and young adults preferred.
6. Epi-pen, First Aid and/or Cardio-Pulmonary Resuscitation training preferred.
7. Ability to work on site during the hours required.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports To: Principal

General Duties and Job Goals: Assist teaching staff and administration with the supervision of students before, during and after the school day including but not limited to all building and grounds and other non-instructional and instructional areas not owned by the board but used by students; bus loading/unloading; parking supervision; the investigation of incidents; extracurricular events and assigned field trips, and working cooperatively with law enforcement agencies.

Performance Responsibilities

1. Guards property against fire, theft, vandalism, and illegal entry,
2. Monitors the hallways/building/grounds and similar areas used by students off site.
3. Monitors and assists visitors in the building;
4. Aids in the loading/un-loading of buses;
5. Enforces parking rules and restriction on school property;
6. Checks lavatories, cafeterias and other non-instructional areas for problems;
7. Assists in clearing the building after school hours;
8. Checks improperly locked lockers and rooms and secures them if possible;
9. Cooperates with other organizations which are assisting with maintaining order;
10. Investigates incidents and reports findings to administration and/or police;
11. Delivers letters or materials to individual homes when requested;
12. Assists teachers with unruly and/or disruptive students.
13. Provides general supervision of cafeteria and the student lunch program insuring acceptable pupil conduct;
14. Assists in the event of a fight or any other disturbance.
15. Watches for and reports irregularities such as fire or other hazards, leaking water pipes, and security doors left unlocked.
16. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.
17. Engages children through conversation or takes steps to encourage positive language development.
18. Assists with the supervision of students during non-instructional times; i.e. drills, assemblies, play periods, and field trips.
19. Performs clerical duties related to the assignment including attendance reporting, incident forms, and distribution of notices to home.
20. Provides services which conform to district objectives, board policies, administrative directions and state laws/regulations.
21. Participates in in-service training as assigned.
22. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the MEA and/or Board of Education.

EVALUATION: Annually in accordance with the board's policy on evaluation of non-certified staff.

REVISED: 2002, 2006