

North Haledon Public Schools

201 Squaw Brook Road • North Haledon, NJ 07508 • (973) 427-8993 (Phone) • (973) 423-1514 (Fax)

Nicholas S. Coffaro
Superintendent of Schools

Debra Andreniuk
Business Administrator/
Board Secretary

POSTING

NON-INSTRUCTIONAL AIDE

Temporary Position

Part-Time

(2017-2018 School Year)

QUALIFICATIONS:

1. High School diploma required.
2. Knowledge of appropriate student and staff behaviors in the school setting.
3. Demonstration of ability to communicate and relate effectively with students, staff, administration, and parents.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status and New Jersey residency.

REPORTS TO: Building Principal or his/her designee.

DUTIES:

1. As assigned, supervises children in settings outside of the classroom on school building premises, including but not limited to, in the school building hallways, on the playground, in the cafeteria, at the bus drop-off and pick-up areas of the school building or on field trips under the supervision and direction of the Building Principal or his/her designee.
2. As assigned, supervises children on the school bus as directed by the Building Principal or his/her designee.
3. Helps in the maintenance of a clean and orderly school environment.
4. Assists in student physical care tasks and health-related activities as appropriate.
5. Protects confidentiality of records and information gained in the exercise of professional duties and utilizes discretion in sharing such information as permitted by law.
6. Communicates with parents in collaboration with the Building Principal or his/her designee.
7. Performs other duties as instructed by the Building Principal or his/her designee.

Please send email/hard copy letter of interest and resume by November 22, 2017 to:

Mr. Nicholas Coffaro
School Superintendent
North Haledon Public Schools
201 Squaw Brook Road
North Haledon, NJ 07508
FAX: 973-423-1514
Email: ncoffaro@nhschools.net

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER