



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: EDUCATIONAL ASSISTANT

QUALIFICATIONS:

- A. High school diploma
- B. 60 college credits preferred
- C. Successful clearance of criminal background check
- D. Ability to relate to children and adults
- E. Ability to follow instructions
- F. Clerical skills preferred

PRIMARY FUNCTION: To provide all students and staff with assistance in the supervision and instruction of students and routine operation of the school.

REPORTS TO: The building principal and other staff as assigned by him/her

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Assist in supervision of students in cafeteria, auditorium and on the playground;
- B. Monitor classrooms, library or student groups;
- C. Assist in preparation of classroom displays and materials;
- D. Assist students instructionally under teacher direction;
- E. Perform office/clerical assignments (typing, filing, telephone service, recording of test results, and other scores, duplicating, mailing, etc.), as determined by principal;



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 2 of 2

- F. Perform such other duties as determined by the building principal.

TERMS OF EMPLOYMENT: Work year and hours per job assignment and negotiated agreement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:
BOE Review Date: