PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875

JOB DESCRIPTION
FOR
EDUCATIONAL AIDE / CAFETERIA MONITOR

QUALIFICATIONS: Must obtain an Educational Aide Permit with ESEA endorsement.

RESPONSIBLE TO: Assistant Director

GENERAL DUTIES:

1. Monitor students in the cafeteria during lunches as assigned.

2. Tutor students and proctor tests, providing required accommodations in the Special Needs area.

3. Prepare the learning environment and prepare needed materials and supplies.

4. Maintain a tidy orderly work environment.

5. Maintain confidentiality about students, their families, and other employees.

6. Maintain a professional attitude to the students, staff and community.

7. Treat all students and staff with dignity and respect.

8. Be willing to fulfill responsibilities in accordance with the school's educational philosophy.

9. Follow directions given by the Special Needs Coordinator or immediate supervisor.

10. Assist the Special Needs Coordinator in any other appropriate ways.

11. Assist in the Library by:

    A. Ordering/processing requisitions for the library
    B. Completing Career Development duties as assigned by Administration or Career Development Coordinator(s).
    C. Preparing Pioneer scrapbook from articles out of newspapers
    D. Maintaining showcase displays
    E. Assisting with inventory at the end of the school year

12. Perform other duties as assigned by the Superintendent and/or his/her designee.