Noon Time Aide (Part-time)

Salary

$10.11/hour to start

$10.88/hour after 90 day probation period

Summary

Provides assistance to staff during lunch and recreation periods. Assists in monitoring students’ behavior in and around the school building and assist in the preparation and serving of food during mealtimes.

Essential Functions

- Assists security and instructional personnel on monitoring students’ activities and in patrolling school buildings and surrounding areas.
- Helps to maintain order in the dining areas during lunch periods and the school play areas during recess.
- Ensures that students clean their respective eating areas prior to leaving the cafeteria, removes residual debris in between lunch periods as needed, and may assist in delivering lunches to students.

Position Requirements:

Minimum Requirements

- High School diploma or equivalent.

Knowledge, Skills and Abilities

Demonstrated ability to:

- learn routine school procedures.
- read and write English
- follow simple written and oral instructions
- work effectively with individuals or groups of children in school areas.
- establish and maintain effective working relationships

HIRING REQUIREMENT

ALL CANDIDATES MUST PRESENT AT THE TIME OF HIRING:

- ORIGINAL DOCUMENTATION TO VERIFY EDUCATION BASED ON THE POSITION YOU ARE APPLYING FOR (BACHELOR’S DEGREE OR AN ORIGINAL HIGH SCHOOL DIPLOMA OR GED CERTIFICATE)
- A COMPLETED School District of Philadelphia Health Form
Clearances (These documents are valid for one year after the date of issuance)

- Pennsylvania Criminal Check Background - Order Online
- FBI Clearance Check
- Pennsylvania Child Abuse - mail your form and $10.00 money order by postal overnight service to the following address: Ms. Tracey Isom, Comm. of PA, Dept. of Public Welfare, Child Line Enforcement Unit, 5 Magnolia Drive, Hillcrest Bldg #53, Harrisburg, PA 17110-2544.

CANDIDATES FAILING TO PRESENT THESE DOCUMENTS WILL NOT BE APPOINTED.

Application Procedure

Qualified applicants are invited to submit completed applications by mail, to the Office of Talent-440 N. Broad Street, Suite 222, Second Floor-Portal D, Philadelphia, PA 19130-4015. Completed application may also be submitted in the entrance lobby drop-box. In order to be considered for this position you must attach a copy of your High School Diploma or GED and your resume to your application. Download Application

Applications will be accepted until the needs of the district have been met.

Incomplete applications will not be considered. NOTE: Current employees must attach all required documents as well.