

JOB DESCRIPTION

TITLE: **Paraprofessional** (General and Special Education, Classroom, 1:1 Aide, Shared)

SALARY: Permanent, Part-Time, Hourly as needed, rate determined by paraprofessional agreement.

FUNCTION: The Paraprofessional is responsible for working with students and staff in duties related to improving and maintaining an educational environment conducive to learning; the paraprofessional also works under the direction of the classroom teacher.

RELATIONSHIPS: Reports to Program Director

RESPONSIBILITIES: Paraprofessional is responsible for assisting in the implementation of a program of study to serve the educational needs of pupils, including special education, English as a Second Language, meeting the needs of students with disabilities and, under very limited circumstances, for regular education.

Such responsibilities will include, but not limited to, the following:

- a. Implements the teacher's written and/or verbal instructions when working with students in individual and small group sessions;
- b. Assists the teacher while the teacher is instructing students;
- c. Accompanies the teacher when the entire class is taken from one location to another, i.e., media center, gym, library, computer center, cafeteria, auditorium, bathrooms, bus, field trips, etc.;
- d. Remains with the class when the class is receiving instruction from subject area specialists, i.e., art, music, physical education;
- e. Helps students organize themselves to participate in scheduled activities and dismissal under the teacher's direction;
- f. Consults with the assigned teacher(s) in regard to each child's perceived educational strengths and weaknesses as well as successful teaching strategies;
- g. Is familiar with the requirements of a student's IEP or 504 plan;
- h. Assists in the correction of student assignments;
- i. Participates in job-related staff development activities;
- j. Performs other duties as student needs may dictate;
- k. Performs other duties as designated by School Principal/Assistant Principal or Program Director.

JOB INDICATORS:

Performance appraisal will be based on timely fulfillment of stated goals and performance objectives

QUALIFICATIONS:

High School Diploma

Minimum: 60 College Credits, Associates Degree, or meets NJ Highly Qualified Standards for Paraprofessionals –Pass Parapro Assessment

Preferred: New Jersey certification as school substitute teacher
Experience working with special education students and/or disruptive and disaffected pupils

Preferred: Applied Behavior Analysis (ABA) & Crisis Prevention & Intervention (CPI) trained

Preferred: Previous experience working with children with special needs

Proof of recent Mantoux test

Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Health Benefits – None

Sick Days – 10 Days (Prorated based upon start date & assigned days worked)