

**SECTION**                    **SERVICE PERSONNEL**  
**AREA**                        **AUXILIARY PERSONNEL**  
**TITLE**                        **Classroom Assistant**

**QUALIFICATIONS:**

1. Preferred – a bachelors degree with course work in early childhood training, psychology, classroom methods or related areas.
2. Preferred – a New Jersey Teaching Certificate or Substitute Teacher’s Certificate.
3. Such alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, tact, patience, sensitivity, cooperativeness and high moral standards.

**REPORTING RESPONSIBILITY:**

The Classroom Assistant is directly responsible to the classroom teacher and the building principal.

**JOB GOAL:**

The Classroom Assistant, under the direction of the classroom teacher, assists the teacher in the instructional and non-instructional activities of the class, so as to provide the children with more direct supervision and instruction.

**TERMS OF EMPLOYMENT:**

Temporary hourly employment based on student enrollment. Benefits as described in Policy 4973, Benefits – Classroom Assistants.

**PERSONAL EVALUATION:**

At least once each year, the Classroom Assistant shall be evaluated in writing by the building principal or designee with input from the classroom teacher. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in instructional activities as directed by the classroom teacher.
2. Works closely with the classroom teacher in developing effective educational strategies.
3. Works with pupils, under the direction of the classroom teacher, on activities, lessons and assignments.
4. Assists classroom teacher in organizing and preparing instructional materials.
5. Assists in classroom administrative activities as directed by the classroom teacher.

6. If qualified, serves as substitute teacher for the class when necessary.
7. Performs other duties and responsibilities incidental to the position or as assigned by the classroom teacher and/or building principal or designee.

Position Description approved: 9/22/87