

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Paraprofessional – General Education

**II. PRIMARY FUNCTION**

Under the direct supervision of the principal, assist certified professional staff members in the supervision and instruction of special education students by performing certain duties in the schools

**III. REPORTS TO**

Principal/Classroom Teacher

**IV. QUALIFICATIONS**

- Sixty (60) college credits or Associate's Degree
- Successful experience working with children
- One year of work related experience preferred
- Good physical health and ability to perform assigned duties
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Works with small groups or individual students on a tutorial or remedial basis under the supervision of certified staff
- Relieves teachers of duties that do not require professional training, e.g., arranging materials for classes, reading and story-telling, arranging bulletin board displays, operating audio-visual equipment, collecting and preparing instructional materials
- Assists students with toileting or other life skills needs when necessary
- Performs other related duties as assigned by principals or classroom teacher
- Assists, where appropriate, in loading and unloading of students from transportation busses or vans
- Completes clerical duties as assigned by the classroom teacher
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Work year and salary per BOE/ESEA contract

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Job Description/Section VIII PARAPROFESSORIAL – GENERAL EDUCATION

APPROVED: November 22, 2010