

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Paraprofessional – Special 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 tasks as stated in student IEPs

**III. REPORTS TO**

Principal/Classroom Teacher and Supervisor of Special Services

**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**

- Assist students under the direction of the classroom teacher, as directed in student IEPs
- Under the direction of the classroom teacher, provide small group instruction to students needing additional assistance after a teacher-presented lesson
- Assist students with class assignments and recording homework
- Under the direction of the classroom teacher, administer oral tests, reading to students
- Accompanying class to art, physical education and music, when necessary
- Responsible for monitoring the bus students in the morning
- Assist with the dismissal of students in the afternoon
- Assist students with toileting and other life skill needs when necessary
- Record data on student behavior
- 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 PARAPROFESSIONAL – SPECIAL EDUCATION

APPROVED: November 22, 2010