



**RANDOLPH TOWNSHIP
SCHOOLS**
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Paraprofessional	REPORTS TO:	Director of Special Services/Supervisor of Special Services and/or Principal
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Minimum of sixty (60) college credits/County Substitute Teacher Certification or NJDOE certificate (required) 2. Knowledge and/or experience of child development. 3. Be able to pass a Criminal History Check and proof of U.S. citizenship or legal resident alien status 4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment 		
GENERAL DESCRIPTION:			
<p>To assist the classroom teacher by working with individual and small groups of students with special needs to provide them with the academic, physical and emotional support as needed to gain optimum benefit from the district's special education program.</p>			
RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:			
<ol style="list-style-type: none"> 1. Assists with individualized supplemental instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupils' goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of individual students, their needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to a pupil's program only in consultation with the classroom teacher, child study team, related services staff or administration. 2. Alerts the teacher to special needs of individual children. 3. Assists, where appropriate, in escorting children to arrival/departure areas, loading and unloading of children with special needs from transportation buses or vans. 4. Completes clerical duties as assigned by the special education classroom teacher or child study team member, including collecting behavioral data. Helps maintain individual records for each child. Refers parent requests for information to the classroom teacher. 5. Assists teacher in the planning of the weekly schedule of activities and provides input in terms of student progress. 6. Assists students with various projects, crafts, simple tasks such as sharpening pencils or carrying lunch trays, and curriculum tasks. Guides independent study, enrichment work and remedial work set up and assigned by the teacher. Helps students to master equipment or instructional materials assigned by the teacher. 7. Assists with the supervision of children during emergency drills, assemblies, field trips, play and work experiences. Assists in escorting children from one area to another. Assists in playground supervision. 			

Guides students with special needs during instruction, playing and eating with other children harmoniously.

8. Engages children in conversation to encourage language development.
9. Establishes as fully as possible a supportive and empathetic relationship with the student while maintaining appropriate boundaries.
10. Maintains confidentiality in accordance with district policy and practices. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
11. Participates in staff meetings, professional development and training sessions as assigned.
12. Performs other appropriate duties as assigned by the Director of Special Services, Supervisor of Special Services special education teacher, child study team member or building principal directly related to a good learning experience for students with special needs.

WORK YEAR: 10-month position.

DATE APPROVED:	October 16, 2018
BY:	Board of Education