

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: PARAPROFESSIONAL

QUALIFICATIONS

- Completion of two years of study at an institution of higher Learning, OR
- An Associate's (or higher) degree, OR
- Meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and the ability to assist in reading, writing, and mathematics instruction or reading, writing, and mathematics readiness
- The ability to work well with children
- A responsible, mature outlook
- The ability to respect the confidentiality of students' special needs

REPORTS TO: Principal and Director of Special Services

JOB GOAL: To assist students with special needs to succeed in the classroom

PERFORMANCE RESPONSIBILITIES:

1. Works with individuals or groups of students who need assistance and modifications in the subject matter
2. Aids the teacher in distributing materials to the class
3. At the direction of the teacher, provides assistance and modifications in compliance with the students' IEP's.
4. Assists students in arriving to class(es).
5. Monitors students' possession and use of textbooks, notebooks, and other supplies.
6. Repeats instructions or activity descriptions.
7. Demonstrates to the students how to do something.
8. Offers instruction and support in the area of social skills and peer interaction.
9. Provides support only when the student needs it.
10. Encourages the students to be as independent as possible.
11. Performs other duties as delegated by the nurse and Principal or Director of Special Services.

TERMS OF EMPLOYMENT: Ten months

EVALUATION: Annual recommendation for renewal by Principal or Director of Special Services

APPROVED: