

Union County Educational Services Commission
Job Description

(Att. 14)

Job Title: Paraprofessional
Reports To: Principal or Director
Terms of Employment: 10-Months, Full or Part-Time

Scope of Position:

The Paraprofessional contributes to a safe, effective and nurturing learning environment by assisting the teacher in any and all tasks regarded as necessary in the operation of the classroom and the instruction of students, both in and outside of the classroom and the school building.

Qualifications:

1. Earned High School diploma.
2. A minimum of 60 credits from a regionally-accredited college or university preferred.
3. Substitute Credential issued by the New Jersey Department of Education preferred.
4. Experience working with students, preferable in an educational setting preferred.
5. Interpersonal skills needed to relate well with school administrators, teaching staff, students, parents and members of the local community.
6. Demonstrated ability to communicate effectively in English, both orally and in writing, using proper vocabulary and grammar.

Responsibilities:

1. Assist teacher as needed with: planning, preparation, and distribution of classroom materials, attendance reports, collection of money, student breakfast and lunch orders, duplication of materials, distribution of notes to go home, field trip paperwork and other assigned tasks.
2. Assist students with all instructional and non-instructional tasks as assigned by the teacher.
3. Perform lunch duty consisting of preparation and clean-up of student lunches and assist students as directed by the teacher or therapist.
4. Assist students with activities of daily living including, but not limited to toileting, changing diapers, feeding, dressing, and personal care activities.
5. Assist the teacher with implementing behavior modification strategies and interventions which may involve physical assistance to the student.
6. Assist students to and from all areas of the school building, including buses.
7. Assist students during community-based instruction to develop academic, vocational and life skills. Community-Based Instruction includes: Structured Learning Experiences (SLE), career awareness activities, and outings related to shopping, recreation and leisure activities; may include trips to area businesses and a local swimming pool; paraprofessionals may be required to enter the pool to provide assistance to students during the aquatics program; may include travel training activities.

8. Maintain a variety of confidential and non-confidential records of progress and support provided for the purpose of documenting activities and/or providing reliable information.
9. Assist with the implementation of lessons based on district and school objectives across all domains including but not limited to job readiness and on-site work experiences, academic programs, and therapeutic sessions.
10. Drive a student to and from a Structured Learning Experience if paraprofessional has the appropriate CDL and assigned by the supervisor.
11. Attend and actively participate in meetings and continuing education programs as assigned.
12. Utilize technology, computers and/or electronic equipment necessary to fulfill job functions.
13. Maintain confidentiality and use discretion in sharing such information within legal confines.
14. Display ethical behavior and comply with Commission policies and regulations in working with students, parents, school personnel, social networking sites, and outside agencies associated with the school.
15. Ensure the safety and health of all students, notifying the administration of any unsafe conditions and following established procedures as noted in the Emergency Management Plan. This will include but not limited to assemblies, recreational periods, field trips, fire drills, and emergency drills.
16. Comply with State Law and Commission policies and regulations.
17. Perform all other related duties and responsibilities within the scope of employment as assigned by the Principal or Director.

Physical and Environmental Demands:

The following physical and environmental demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive:

1. Ability to assist any student enrolled in a Commission school or program, including those of varying weights, sizes and ages from three through twenty-one.
2. Ability to spend most of the day standing, walking, moving, bending and/or kneeling.
3. Ability to lift carry, push, or pull heavy items needed to perform the functions of the job.
4. Ability to bend forward, squat, lift a minimum of 40 pounds and move quickly enough to keep pace with students.
5. Assist students by physically lifting, physically guiding, physically prompting, or physically redirecting, during a change of position from the floor or seated position to a standing position, from a standing to a seated position, from one seat to another, or into a horizontal position.

6. Assist students by physically guiding, physically prompting, or physically redirecting, during movement around the classroom, when moving throughout the building, or while moving outside of the building. For example, when the student is on the playground or other school property, during transition to or from transportation vehicles, or during a fieldtrip or community-based instruction, including recreational swimming.
7. Assist students with Activities of Daily Living including feeding, toileting, diaper changing, personal care activities, and dressing.
8. Assist students with adaptive equipment as directed by the teacher and/or therapists.
9. Provide physical prompting or physical redirection if needed, to assist students with their academic and therapeutic programs.
10. Implement behavior intervention strategies including, but not limited to, approved physical redirection and/or physical restraint techniques.
11. Ability to block student's path to prevent elopement.

Board Approved: