

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

CLASSROOM/ONE-ON-ONE AIDES/SHADOWS

QUALIFICATIONS

1. High School graduate or equivalent; college experience and/or experience working with disabled children desirable.
2. Demonstrates proficiency in math, language and reading skills.
3. In accordance with state code (NJAC6:28 – 4.2(b)3vi), prior written approval must be obtained from the Department of Education, County Office.
4. Criminal history background check and proof of US Citizenship or legal resident alien status required.

REPORTS TO

Director of Special Education and/or the Building Principal.

JOB GOAL

To assist the special education student at the direction of the teacher by providing instructional, behavioral and clerical support in achieving the objectives of the student's individual educational plan.

PERFORMANCE RESPONSIBILITIES

1. To work cooperatively with classroom teacher to establish consistent and structured classroom procedures.
2. To assist in the development, preparation and construction of instructional materials as requested by the teacher.
3. To contribute positively to a classroom atmosphere that is conducive to learning.
4. To assist, under a teacher/consultant direction, in the collection and administration of behavior management systems.
5. Maintains accurate and complete records to document a student's daily progress towards IEP goals and objectives.
6. To participate, under the teacher's guidance, in lesson planning.
7. Provide one-on-one reinforcement activities on the drills (objectives) established for the student by the teacher/consultant.
8. Maintains written and oral communication with the teacher/consultant concerning all aspects of a student's program and schedule.
9. Alerts the teacher/consultant to any problem or special information about an individual student.
10. To respect the confidentiality of pupil records and communicate student progress or needs to the consulting teacher, CST case manager, or administration (ethical conduct).
11. To participate in in-service programs or training workshops when requested.

12. To perform other reasonable and relevant duties as determined by the applicable IEP, classroom teacher, administration or Board of Education.

TERMS OF EMPLOYMENT

Ten months with salary and work year determined by the Board of Education in compliance with NJAC 6:28 – 4.2.

EVALUATION

Principal

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 27, 2014**
AMENDED: