

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

JOB DESCRIPTION

CLASSROOM AIDE

QUALIFICATIONS

1. High school diploma; college-level coursework in education or related field desired.
2. Successful experience working with children.
3. Knowledge of child growth and development and appropriate classroom practices.
4. Good oral and written communication skills.
5. Ability to perform simple clerical tasks proficiently.
6. Ability to maintain discipline in all school settings.
7. Ability to do basic sixth grade mathematics.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Building Principal under the supervision of the Classroom Teacher.

JOB GOAL

To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

GENERAL JOB REQUIREMENTS

1. Punctual in all assignments.
2. Observes all District policies appropriate to this position.
3. Accepts the responsibility of assigned task.
4. Able to accept and take directions.

PERFORMANCE RESPONSIBILITIES

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.

8. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
9. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
10. Helps very young students with their clothing, snacktime routine, and toileting activities.
11. Participates in in-service training as assigned.
12. Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the board of education. Negotiated contract.

EVALUATION

Performance of this job will be evaluated by the building administrator or his/her designee.

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