

Approved August 24, 2015

TITLE: Teacher Aide/Paraprofessional (Office & Library Support)

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field.
2. Highly qualified as evidenced by two years of college, an Associate's degree or passing the ParaPro assessment
3. Minimum experience as determined by the board
4. Demonstrated proficiency in oral and written communication and ability to assist with instructional activities
5. Clerical aptitude, good typing skills, and knowledge of information technology
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL:

To provide support services inherent to the effective operation of the school office under the supervision of the Principal or the school media center under the direction of the media specialist and Director of Technology and Assessment.

LIBRARY SUPPORT:

1. Assists students in locating reference materials.
2. Assists students in making proper use of media center equipment and materials.
3. Shelves library materials.
4. Handles library mail and types correspondence and reports.
5. Processes new books, magazines, and other media materials. Catalogs and files learning materials.
6. Distributes schedule of the use of the media center and its materials and equipment.
7. Assists in preparing and maintaining special educational displays.
8. Reads to small groups of students and listens to individual students read.
9. Operates the circulation desk, maintains circulation files and handles overdue library loans.
10. Repairs library materials as necessary.
11. Duplicates learning materials as requested.
12. Performs other related duties as assigned.

OFFICE SUPPORT:

Telephone/Mail/Communications

1. Under the direction of the Building Principal, will answer and direct incoming calls and visitors to appropriate individuals. will take and forward messages as necessary and be responsible for routine clerical functions related to attendance, charts and record keeping.
2. Answer and direct incoming phone calls to appropriate individuals.
3. Sort, screen, and distribute incoming mail and process outgoing mail following postal and school district regulations and requirements.
4. Provide information about school enrollment and registration.

OFFICE & MEDIA AIDE (continued)

5. Explain and advise patrons about school organization and functions. Give out information and appropriate forms to parents, students, teachers and the public. Collect and organize completed forms.

Students

1. Greet incoming children and converse with them especially in a calm, friendly way.
2. Assist with daily counts.
3. Call parents as needed and relay information or concerns from students to parents (i.e., forgotten lunches, gym clothes, transportation home, etc).

Clerical

1. Compile and post information on standard forms. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
2. Maintain schedules and calendars.
3. Perform routine keyboarding duties. Also use copy machine, calculator, intercom, telephone, fax machine.
4. Perform clerical functions incidental to reception activity.

Security/Visitors/Emergencies

1. Control the signing in and out of students and visitors.
2. Greet visitors in a pleasant and courteous manner. Determine the nature of visits and direct to the appropriate individual, provide routine information about the school program, and follow confidentiality guidelines.
3. Respond to situations, seek assistance should emergencies arise.

Other

1. Relieve other office staff during lunch breaks.
2. Receive and account for petty cash and activity funds raised.
3. Performs other related duties as may be assigned by the building principal.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations