

TITLE: Teacher Aide/Paraprofessional (Pre-Kindergarten/Kindergarten)

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field
2. Be highly qualified (two years of college, Associates Degree or passed ParaPro assessment).
3. Minimum experience as determined by the board
4. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
5. Good oral and written communication skills
6. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
7. Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and /or behavioral management training.
8. Complies with drug-free workplace rules and board policies.
9. Ability to respectfully manage students, including students with developmental disabilities.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Building Principal/Classroom Teacher

SUPERVISES: Assists in the supervision of Pre-Kindergarten and Kindergarten activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES

Educational Duties

1. Assists the classroom teacher in the delivery of an effective instructional program. Checks with teachers for instructions. Seeks advice when expectations are unclear.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher. Effectively uses verbal, non-verbal, writing and listening skills.
3. Teaches and models school/classroom rules of behavior. Upholds the student conduct code.
4. Operates and cares for equipment used in the classroom for instructional purposes. Promotes the proper use and care of school property. Helps keep track of school equipment as well as school materials sent home with students.
5. Helps students to master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Prepares and distributes teaching materials as directed.
10. Helps the teacher to plan, prepare and maintain bulletin boards and other classroom learning displays.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.

CLASSROOM AIDE (continued)

12. Checks student work, as assigned by the teacher. Encourages student creativity using music, art and play activities. Helps develop activities that address the learning styles of each student. Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
13. Supports a respectful and inclusive educational environment. Helps students with having a wide range of maturity and developmental levels, or with disabilities, participate in appropriate peer group activities as directed. Reinforces concepts introduced by the teacher. Maintains a positive and courteous learning environment.
14. Helps students with a wide range of developmental levels learn social skills. Models appropriate, respectful behavior.

Hygiene and safety

1. Helps very young students with their clothing, snack time routine, and toileting activities.
2. Helps students with hand-washing routines.
3. Prepares snacks. Helps feed students.
4. Complies with personal hygiene rules and standard sanitation procedures.
5. Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
6. Follows prescribed medical plans and/or assists students with personal hygiene care.
7. Takes precautions for student and staff safety. Does not leave students unsupervised.
8. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
9. Reports evidence of suspected child abuse as required by law.
10. Works with the teacher to address persistent behavior problems. Carries out behavior improvement plans. Charts student behavior as directed.
11. Oversees rest periods when applicable.
12. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.

Student privacy and record-keeping

1. Completes paperwork accurately. Verifies and correctly enters data.
2. Performs clerical work related to classroom activities. These duties may include attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
3. Respects personal privacy. Maintains the confidentiality of privileged information.

Professional appearance and behavior

1. Wears appropriate, clean work attire and maintains a neat appearance.
2. Accepts personal responsibility for decisions and conduct.
3. Strives to develop rapport and serves as a positive role model for others.
4. Performs prescribed activities efficiently with limited supervision.
5. Reacts productively to interruptions and changing conditions.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students.
8. Maintains an acceptable attendance record and is punctual.

CLASSROOM AIDE (continued)

Other

1. Participates in staff meetings, in-service training and professional growth opportunities as assigned.
2. Participation in conferences, open houses, and other school events may be required.
3. Upholds board policies and follows administrative procedures.
4. Promotes a favorable image of the school district.
5. Performs other related duties as assigned.

DUTIES RELATED IN SPECIFIC DISABILITIES OF CHILDREN IN AN EDUCATIONAL PROGRAM

Hearing Impairment

1. If working with hearing impaired children, develop good listening and attending skills.
2. Be able to change hearing aid batteries and put an ear insert in child's ear - make sure aid is turned to appropriate setting.
3. Test batteries.

Motor Problems

1. Walk children for exercise during breaks if child need assistance.
2. Render any special assistance needed by the child such as:
 - a) pick-up dropped pencil;
 - b) push children who cannot manipulate wheelchair; helps to the bathroom;
 - c) sharpen pencils;
 - d) cut out pictures;
 - e) turn pages in the child's book;
 - f) write child's name on his/her paper;
 - g) assist child in drinking from cup.
3. Assist with locking and unlocking braces.
4. Observe child in physical therapy and occupational therapy to learn expectations for child in these areas in class.

Vision Impairment

1. Get the child with vision problems to become involved in the learning environment.
2. Determine to what extent expectations in hand skills must be modified if child is visually impaired.

CLASSROOM AIDE (continued)

3. Determine size of print and type of pictures and other visual aides the child may use successfully.

A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

WORKING CONDITIONS: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and removing work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.

4. Duties may require traveling to meetings and work assignments.

5. Duties may require operating power-driven equipment.
6. Duties may require prolonged use of a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.

11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.

12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with disruptive and/or unruly individuals.

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