

WARREN HILLS REGIONAL

TITLE: **PARAPROFESSIONAL**

QUALIFICATIONS:

1. High School Diploma; successful completion of Paraprofessional praxis test; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

REPORTS TO: Supervisor of Special Education/Classroom Teacher

SUPERVISES: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, Director of Special Education, 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:

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. Checks notebooks, corrects papers, monitors testing and make-up work, as assigned by the teacher, with a provided answer key.
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. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. 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.
11. Helps students with their clothing, snack time routine, and toileting activities.

12. Participates in in-service training as assigned.
13. Reinforce student behavioral objectives, as per the IEP.
14. Reinforce student academic objectives, as per the IEP.
15. Assist with arrival and dismissal of students in the classroom. Assure that they are in place and ready to learn when the starting bell rings.
16. Monitor and escort students as needed from place to place during the school day as indicated by the classroom teacher or CST.
17. Assist students in daily classroom routines, distribute materials, and collect materials at the beginning and end of each period.
18. Prepare and duplicate materials needed for instruction when not involved in class activities as needed by the classroom teacher.
19. Assist with record maintenance, relating to BCBA, OT and Speech tracking sheets and any other behavior logs, as directed.
20. Communicate via email with your students' case manager and/or primary teacher when questions or concerns arise.
21. If a parent approaches you as a paraprofessional, refer them to the teacher and/or case manager.
22. Performs other related duties as assigned by the Superintendent and/or designee

Model Behavior

1. Respect and maintain confidentiality of student interactions and records, as legally bound per the non-disclosure agreement signed by all paraprofessionals
2. Respect diverse personal and cultural backgrounds of student and staff.
3. Maintain a positive rapport with students in your class
4. Effectively model appropriate problem solving and conflict resolution.
5. Maintain a schedule of punctuality. Come to class on time and do not leave early. This includes monitoring lunch, physical education, and elective classes.
6. Demonstrate a curiosity regarding instructional strategies as they relate to students. Participate in class activities to help engage your students.
7. Follow the district dress code. Exceptions in some settings to be permitted at the supervisor's discretion.
8. Working hours as indicated in the collective bargaining agreement.

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

Approved by:

Date:

Revised: April 4, 2023

Revised: February 11, 2025

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:9-7	Paraprofessional approval
<u>N.J.A.C.</u> 6A:14-4.1(e)	General requirements
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part a, Section 1119;

Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002