

# Full-Time Teacher's Aide

## Duties

- Assist teachers with instruction, lesson preparation, and curriculum delivery in grades Pre-K–8.
- Provide individualized and small-group academic support to students.
- Support students with IEPs and 504 Plans under the guidance of certified staff; facilitate behavior plans and data collection.
- Prepare and maintain classroom materials, supplies, and learning resources.
- Reinforce school-wide behavioral expectations and promote a respectful, inclusive environment.
- Communicate with teachers, parents, and staff regarding student progress.
- Perform clerical tasks including copying, filing, data entry, attendance tracking, and record keeping.
- Participate in professional development, staff meetings, and school events.
- Perform other duties as assigned.

## Required Qualifications

- High school diploma or equivalent.
- Valid NJ Substitute Credential or willingness to obtain.
- Trained in crisis prevention intervention, preferred (Safety Care, CPI, or equivalent).
- Must pass NJ criminal background check (fingerprinting).
- Strong interpersonal skills, ability to maintain confidentiality, and a collaborative mindset.

***Salary: \$24,642 - \$34,836; This position is benefit eligible.***

## How to Apply

Submit a letter of interest, resume, relevant transcripts/certifications, and NJ criminal background check (or willingness to complete upon hire) to:

Mteeney@crestmem.edu

*Equal Opportunity Employer*