Tenafly PUBLIC SCHOOLS

PARAPROFESSIONAL - CLASSROOM

Qualifications:

- High School diploma/equivalent.
- Ability to relate well to parents and staff.
- Skill in working closely with students.
- Demonstrate potential for growth, creativity and flexibility.

Primary Function:

To work closely with preschool children requiring assistance on a regular basis, under the direction and supervision of the certificated classroom teacher.

Direct Report:

Building Principal

Specific Duties and Responsibilities:

Regular Classroom Assignment:

- Adheres to all legal requirements for protection of student/parent rights and protects the confidentiality of all records and information as required.
- Uphold all state standards regarding the organization, cleanliness and sanitation of the classroom.
- Establishes and maintains, as fully as possible, a positive and supportive relationship with student(s) without fostering or encouraging intense emotional involvement or dependence.
- Will perform job-related duties including, but not limited to, the following: assist with classroom record keeping, the taking of anecdotal notes and child observations as required for authentic assessment.
- Actively participates in large and small group times and all other parts of the classroom daily routine.
- Functions under the general supervision of the classroom teacher and assists with supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
- Assists children during snacks and family-style lunch, encouraging children to set-up the tables and to serve themselves.
- Assists teacher and students in the use of instructional equipment and materials.

Early Childhood Aide - Classroom:

- Participates in in-service and staff development programs and activities as required.
- Assists children with toileting and changing of clothes, as necessary.
- Assists the student(s) in such physical tasks as may be required for gross motor activities.
- Must have the physical capabilities to lift children, bend down to sit at the children's level, stack cots, and run after the children, if necessary.
- Utilizes problem solving approach when addressing conflict resolution with the children.
- Performs such other related duties as may be assigned by Principal or Director of Early Childhood.

Terms of Employment:

Salary and fringe benefits as per negotiated agreement between the Tenafly Public Schools Board of Education and the Tenafly Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time as needs necessitate by the Tenafly Public Schools School District. Further, this job description does not constitute a written employment contract.

Evaluation:

Job performance shall be evaluated in accordance with the Board's policies and procedures.

Board Approved:
November 29, 2001

Revised:
March 25, 2010