

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

PARAPROFESSIONAL

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field*.
2. Minimum experience as determined by the board.
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff.
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices.
5. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
6. Good oral and written communication skills.
7. Required criminal history background 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. Those hired before that date have until January 8, 2006 to meet one of the requirements.

REPORTS TO: Certified Classroom Teacher, Principal, Director of Special Education

JOB GOAL:

To assist the principal and or designated supervisor to promote the achievement of students' educational goals and learning objectives by providing supplemental services, clerical services and by working with students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's education programs and/or work programs. When appropriate, fulfill responsibilities as outlined within an IEP.

PERFORMANCE RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory.
3. Works with individual students or small groups of students to reinforce learning of material skills introduced by the teacher.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

4. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
5. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans, ensuring their safety during transport.
6. Operates and cares for equipment used in the classroom for instructional purposes.
7. Completes clerical duties as assigned by the special education classroom.
8. Helps students master equipment or instructional materials assigned by teacher.
9. Assists pupils with various projects, crafts, and curriculum tasks.
10. Distributes and collects workbooks, papers, and other materials for instruction.
11. Guides independent study, enrichment work, and remedial work assigned by the teacher.
12. Helps with the supervision of children on field trips planned by the teacher.
13. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
14. Assists in playground supervision.
15. Engages child in conversation to encourage language development.
16. Reads to students, listens to students read, and participates in other forms of oral communication with students.
17. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
18. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
19. Helps very young students with their clothing, snack time routine, and toileting activities.
20. Performs Structured Learning Experience Job Shadow duties upon training. The Job Shadow shall report to the Coordinator.
21. Participates in in-service training as assigned.
22. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.
23. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outwear, moving from room to room and using the lavatory.
24. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

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BARNEGAT TOWNSHIP SCHOOL DISTRICT

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.A.C. 6:11-4.6	Paraprofessional approval
N.J.A.C. 6A:14-4.1(e)	General requirements
N.J.A.C. 6:3-4A-4	Requirements of 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 Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002