

JOB DESCRIPTION

NAME: _____

Title: Classroom Assistant

Qualifications:

Education/licensure

- Meets mandated state/federal criteria (i.e. approved degree, completion of requisite higher education credit hours/courses); or
- High school diploma or equivalent; and
- Valid state department of education paraprofessional license.

Experience and Professionalism

- Maintains record free of criminal violations that would prohibit public school employment;
- Basic computer skills;
- Behavioral management skills;
- Courteous, tactful and understanding of children;
- Desire, ability and patience to assist and work with students with special needs in a learning environment on a day-to-day basis;
- Works well with others;
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks;
- Maintains high ethical standards, including maintaining confidentiality regarding student records;
- Must be trustworthy and act as guardian of school property, equipment and supplies while on or off duty;
- Keeps appearance neat and well-groomed;
- Willingness to attend to the physical needs of students under the direction of the Principal/Department of Pupil Services and/or school nurse.

Physical

- Agility, physical strength and stamina to address the needs of students with problem behavior and/or require physical assistance (e.g. mobility, transferring, positioning, toileting, restraining, etc.)
- Sufficient ability to hear the conversational voice, with or without hearing aid;
- Sufficient ability to see and read newsprint with or without corrective lenses;
- Sufficient ability to speak and be understood under normal circumstances;
- Sufficient use of arms, hands, legs and feet with or without corrective devices to accomplish the job responsibilities.

NOTE: Position may require successful completion of medical statement, communicable disease, child abuse/neglect prevention, CPR, and/or first aid training as a condition of employment.

Reports to: Principal/Assistant Principal

Job Function: To assist, support, and work closely with teachers, administrators, and other team members in supporting the various needs of students (such as implementing teacher planned instruction, supervising students, personal care, and behavioral, communication and social supports) to experience educational success.

Duties and Responsibilities

- A. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by teacher or related service provider.
- B. Assists the students with academics, social/emotional skills, and behavior management in all school environments.
- C. Effectively collects and maintains data and/or evidence of student performance in relation to academics, social/emotional skills, and behavior.
- D. Assists classroom teacher as directed. This includes such items as assisting with the reinforcement of lessons, providing individual student accommodations, group work, and implementation of IEP goals or 504 accommodations.
- E. Creates and maintains an accurate daily schedule and daily job duties, responsibilities, and assignments in a folder or binder for substitutes.
- F. Student behavior management;
- G. Exercises necessary and reasonable precautions to protect students, equipment, materials and facilities.
- H. Maintains a good attendance record.
- I. Assists substitute teacher assigned in the absence of the regular teacher.
- J. Assists with daily routines including but not limited to arrival, dismissal, recess, lunch, snack and clean-up.
- K. May be required to attend field trips.
- L. In the event of a student absence, must report to the office for reassignment.
- M. Participate in physical restraint/de-escalation training and maintain certification.
- N. Assists students with any physical needs, including toileting, diapering, lifting, repositioning, feeding needs, manipulating materials or equipment, moving from room to room, etc.
- O. Assist students with the use of communication devices.
- P. Alerts the teacher to any problems or special information regarding students.

- Q. Mandated reporter of suspected abuse or neglect.
- R. Assists and cooperates in implementing policies and procedures of the school system and other controlling agencies, e.g., state laws, negotiated contract, health department, etc.
- S. Participates in in-service training programs as required by district. These trainings may occur outside of work hours.
- T. Cooperates with the philosophy and operation procedures of the Brooklyn City School District.
- U. Provides prompt notification of personal delays/absences according to district guidelines.
- V. Refers district policy interpretation questions to an appropriate administrator.
- W. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- X. Assists with preparation of materials for use in the classroom under the direction of classroom teacher.
- Y. Assist in the maintenance and sanitation of equipment used in special education or preschool program.
- Z. Performs other specific job-related duties as directed (i.e. assist with unexpected/urgent situations as needed).

Note: Performance of functions described in this document may vary in scope, frequency and duration. Some duties may not be required based on assignments. Duties designated at the time of hire may be modified to address current, altered or emerging program/staffing needs.

TERMS OF EMPLOYMENT: School year. Salary established by the Board.

Revised 6/14/2017