

CENTRAL REGIONAL SCHOOL DISTRICT

BAYVILLE, NEW JERSEY

Job Description – Paraprofessional

Primary Function:

The Special Education paraprofessional will provide assistance to the Special Education teacher in areas of instruction, clerical, monitorial, and physical support for Special Education students that will ensure their safety and well-being and provide those students a positive educational experience.

Qualifications:

1. High school graduate; 60 college credits preferred to obtain substitute certification.
2. Must possess or obtain a NJDOE fingerprint clearance letter.
3. Demonstrate aptitude or competence in assigned responsibilities. Knowledge of or willingness to learn mechanics of all adaptive equipment.
4. Ability to work independently, communicates well, relate to children in a positive manner, and maintain cooperative relationships in all personal interactions during the course of the work day.
5. Such alternatives to the above qualifications as the school district may find appropriate and acceptable.

Responsible To:

Supervisor of Special Education

Responsibilities and Duties:

1. Assist in or reinforce lessons presented by the classroom teacher.
2. Provide direct/indirect supervision of special needs students while entrusted to your care.
3. Assist students with any personal needs.
4. Maintain a high level of ethical behavior and confidentiality.

5. Exhibit as all times appropriate role model behavior.
6. Participate in any in-service training as may be required by the district or out-of-district school.
7. Perform all other duties as designated by immediate supervisor and or changes in any procedure by Board policy for State law.

#### Evaluation

Job performance is evaluated annually by the Supervisor of Special Education in accordance with provisions of the board's policy on the evaluation of support personnel.

Adopted: June 16, 2011

Revision Approved: