

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

Job Description: Classroom Assistant (Tier 1)

Relationship within the School System

The Classroom Assistant (Tier 1) works under the direct supervision of the classroom teacher. The evaluation of his/her work is completed by the Supervisor of Special Education.

Major Job Function

To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

Principal Duties and Responsibilities

1. Job Proficiency:

The Classroom Assistant (Tier 1) demonstrates initiative as well as the ability to effectively perform tasks associated with his or her position. Examples of responsibilities demonstrating performance of this performance standard include but are not limited to:

- Assisting the classroom teacher in the delivery of an effective instructional program.
- Working with individual students or small groups of students to reinforce learning of material or skills introduced and taught by the teacher.
- Operating and caring for equipment used in the classroom for instructional purposes.
- Helping students master equipment or instructional materials as assigned by the teacher.
- Distributing instructional materials and supplies.
- Assisting with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Helping the teacher to plan and maintain bulletin boards and other classroom learning displays.
- Reading to students, listening to students read and participating in other forms of oral communication with students as assigned by the teacher.
- Checking notebooks, correcting papers, and supervising testing and make-up work, as assigned by the teacher.
- Performing clerical duties related to the instructional program including attendance reports, duplication of materials, and distribution and return of notices to home.
- Helping very young students with their clothing, snack time routine.

2. Communication:

The Classroom Assistant (Tier 1) communicates effectively with staff, students, parents, guardians, and members of the community. Examples of responsibilities demonstrating performance of this performance standard include but are not limited to:

- Maintaining a cooperative working relationship with fellow employees.
- Maintaining a courteous, and helpful manner when interacting with all staff members, students, parents and the general public.
- Maintaining confidentiality.

3. Professionalism:

The Classroom Assistant (Tier 1) maintains a professional demeanor and participates in professional growth opportunities. Examples of responsibilities demonstrating performance of this performance standard include but are not limited to:

- Attending work on a regular basis.
- Arriving to work on time and remaining until the end of the work shift, managing work time effectively.
- Accepting constructive supervision cooperatively and willingly.
- Actively participating in and then applying skills learned during professional development activities.

Evaluation

This position is evaluated using the Classified Staff Summative Evaluation Form.

Qualifications

1. High school diploma.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Length of Work Year and Compensation

1. The work year is that of the students as determined annually in the annual school calendar. The length of the period of work will be based on need.
2. Salary rate to be determined by the Cranford Education Association Agreement and consideration will be given for educational experience as set forth in Standards of Eligibility.

Adopted: December 22, 2004

Revised: June 8, 2020