East Hanover Township School District

Coverage Aide Job Description

TITLE: Coverage Aide

QUALIFICATIONS: 1. High school diploma; college-level coursework in education or related field.*
2. Minimum experience as determined by the Board.
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
4. Good oral and written communication skills.
5. Must be physically capable of assisting students with their physical needs.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal and Director of Special Services

SUPERVISES: Assists in the supervision of students under the direction of the principal, classroom teacher, or other designated staff member.

JOB GOAL: To provide instructional and student supervision support by covering classrooms, cafeterias, and other assigned areas during paraprofessional lunch periods, staff absences, and other assigned times while maintaining continuity of student services.

PERFORMANCE RESPONSIBILITIES:

1. Provides support to classroom teachers and other staff members in maintaining an effective instructional environment.

2. Works with individual students or small groups of students as directed by the classroom teacher or other designated staff member.

3. Operates and cares for equipment used in classrooms and other assigned instructional settings.

4. Helps students master equipment or instructional materials assigned by the teacher.

5. Distributes and collects workbooks, papers, and other instructional materials.

6. Guides independent study, enrichment work, and remedial work as assigned.

7. Assists with the supervision of students in classrooms, cafeterias, emergency drills, assemblies, playgrounds, field trips, and other assigned areas.

8. Helps maintain an orderly, safe, and positive learning environment.

9. Reads to students, listens to students read, and participates in other forms of oral communication with students as directed.

10. Checks notebooks, corrects papers, and supervises testing and make-up work as assigned.

11. Performs clerical duties related to assigned responsibilities including attendance reports, duplication of materials, collection of money, and distribution and return of notices.

12. Assists young students with clothing, snack routines, and toileting activities, when required.

13. Documents and maintains data related to behavior plans, when assigned.

14. Participates in in-service training as assigned.

15. Provides student supervision and instructional support during paraprofessional lunch periods and other assigned times. Assignments may vary throughout the workday and may include classrooms, cafeterias, playgrounds, or other school settings as directed by the principal.

16. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy on evaluation of non-certificated staff.

LEGAL REFERENCES: Same legal references as the current Paraprofessional job description, revised as appropriate by Board counsel or policy services.