

EAST ORANGE SCHOOL DISTRICT

East Orange, New Jersey



Teacher Assistant

Reports To: Building Principal and Classroom Teacher (or designee)

Job Goal

To support instructional delivery and classroom operations by assisting the classroom teacher with instructional, supervisory, and organizational tasks that promote student engagement and academic success.

Responsibilities

The Teacher Assistant shall perform duties including, but not limited to:

Instructional Support

1. Assist the classroom teacher in implementing daily instructional activities and lesson plans.
2. Work with individual students or small groups to reinforce learning concepts and skills.
3. Support student participation in classroom activities and learning centers.
4. Assist in the preparation and organization of instructional materials and classroom resources.
5. Operate classroom technology and equipment for instructional purposes.

Classroom Management & Student Supervision

6. Assist in maintaining a structured, orderly, and positive classroom environment.
7. Supervise students during classroom activities, transitions, and other assigned times.
8. Support classroom management strategies as directed by the teacher.
9. Monitor student behavior and report concerns to the teacher.

Clerical & Organizational Support

10. Perform clerical duties such as attendance tracking, filing, copying, and data entry.
11. Maintain bulletin boards and classroom displays.
12. Distribute and collect instructional materials and supplies.
13. Assist with grading, scoring, and recording student work under teacher supervision.

Collaboration & Professional Responsibilities

14. Participate in staff meetings, in-service training, and professional development.

15. Collaborate with teachers and school staff to support student needs.
16. Maintain confidentiality of student records and information.

Other Duties

17. Work an assigned schedule consistent with district expectations (e.g., 8-hour day).
18. Assist with school events, programs, and activities as assigned.
19. Perform other duties as assigned by the Building Principal or supervising teacher.

Qualifications

1. Valid NJDOE Substitute Credential required
2. Experience working with children or in an educational setting preferred
3. Ability to support instruction in basic academic areas
4. Strong interpersonal, communication, and organizational skills
5. Ability to work collaboratively with teachers and staff
6. Ability to follow directions and complete assigned tasks independently
7. Basic computer and technology skills
8. Ability to work extended hours when required
9. Required criminal history background check and eligibility to work in the United States.
10. Must meet New Jersey First Act residency requirements (N.J.S.A. 52:14-7).
11. Ability to perform essential job functions with or without reasonable accommodation.
12. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education.

Physical Requirements:

- Ability to stand, walk, and move throughout the school day
- Ability to assist with classroom activities requiring mobility and flexibility
- Ability to lift and carry light to moderate materials
- Ability to respond to student needs quickly and appropriately

Working Conditions:

- Work performed primarily in a classroom environment
- Frequent interaction with students and staff
- Exposure to moderate noise levels and frequent interruptions
- Requires flexibility, patience, and adaptability

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: moderate to heavy lifting, pushing, pulling or carrying is occasionally required; to lift, push, pull and/or carry objects which weigh as much as 15 pounds on a frequent basis; ability to walk frequently

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors;

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

Application Procedure

Qualified applicants must submit applications through the district's online application system: <https://www.applitrack.com/eosd/onlineapp/>

Selection Process

1. Review of application and credentials
2. Interview with district administration
3. Recommendation to the Superintendent
4. Final appointment by the East Orange Board of Education in accordance with Board policies

Term of Employment: Ten-month work year

Salary: Shall be in accordance with the negotiated agreement between the East Orange Board of Education and the East Orange Maintenance Association (EOMA).

Equal Employment Opportunity

The East Orange School District is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status.

Approved by the East Orange Board of Education: Apr 21, 2026

Revised 3/18/2026