

JOB DESCRIPTION

GREENWICH TOWNSHIP BOARD OF EDUCATION

4005 SUPPORT STAFF MEMBERS

JOB TITLE: Classroom Aide – Academic

REPORTS TO: Certified classroom teacher and Principal

QUALIFICATIONS:

1. Complete at least 30 college credits and provide proof
2. Complete the Federal I9 form
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Required criminal history check and proof of U.S. citizenship or legal resident alien status in accordance with 18A:6-7.1
5. Exhibit a personality compatible with working with students, staff, administration, teaching staff members and support staff members
6. Computer literate - preferred
7. Prove that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4
8. Submit online application

JOB FUNCTIONS AND PERFORMANCE RESPONSIBILITIES:

1. Assist in preparation of student work areas.
2. Orient new students
3. Monitor student seatwork
4. Physically prepare instructional materials and ensure accessibility
5. Helps with preparation of and supervision of children on field trips planned by the teacher.
6. Listen to students oral reading.
7. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
8. Assist teacher with special demonstrations in science, art, etc.
9. Lend assistance with student projects or research
10. Assist teacher in handling all interruptions, emergencies, and telephone calls
11. Ensure cleanliness and maintain orderly arrangement of classroom.
12. Assist in supervision of clean up time

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13. Assists in supervision of snack time.
14. Assist students with mastering lessons initially presented by the teacher
15. Accompany students to Office or School Nurse
16. Assist teachers in preparation and presentation of school programs
17. Participate in appropriate In-Services and attend required meetings
18. Operate equipment, electronics and otherwise (as determined by the supervisor) needed to carry out the job functions and responsibilities
19. Assist students in preparing for outside climate including assisting with coats, boots, hats
20. Maintain ethical and professional behavior in working with school personnel and other agencies.
21. Perform any duty which is within the scope of her/his employment assigned by her/his supervisors and not otherwise prohibited by law
22. Adhere to New Jersey School Law, State Board of Education rules and regulations, local Board of Education policies and regulations, and contractual obligations
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

PHYSICAL DEMANDS

1. Possess stamina to remain on their feet for periods as long as two hours without discomfort
2. Possess stamina to remain seated for periods as long as two hours without discomfort
3. Possess visual acuity and stamina to work at a computer monitor for up to half of each work day
4. Possess the ability to orally communicate with students in proper English
5. Possess normal or corrected eyesight
6. Possess normal or corrected hearing

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ENVIROMENTAL DEMANDS

1. Occasional exposure to temperature and weather conditions
2. Exposure to air-conditioned facilities

TERMS OF

EMPLOYMENT: 10-month position

EVALUATION: The holder of this position will be evaluated by the Principal in accordance with Policy #4220, Regulation #4220, this Job Description and such other criteria as shall be established by the Board of Education.

APPROVED BY: Greenwich Township Board of Education

ADOPTED: 16 April 1996

REVISED: 16 August 2010

REVISED: 08 January 2025