



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE:

SUBSTITUTE PARAPROFESSIONAL

QUALIFICATIONS:

1. High School Diploma or GED
2. Experience with and general knowledge of teaching materials and efficient routines and procedures for instruction.
3. Experience with and general knowledge of childhood development and how to effectively work with and assist students with disabilities that possess diverse learning and behavioral needs.
4. Computer literacy, which includes experience with and general knowledge of educational software and assistive technology, as well as augmentative communication devices.
5. Strong interpersonal and communications skills.
6. Ability to effectively take direction from a variety of different teachers in a variety of different settings.
7. Ability to interface effectively with administration, staff, parents, and students while maintaining a high level of confidentiality and professional ethics.
8. Required criminal history background check and proof of US citizenship or legal resident alien
9. Ability to routinely lift 25 pounds at least 20% of the time
10. Bend, lift, squat, crawl, perform repetitive motions, climb stairs, stand for long periods of time and sit for long periods of time
11. Physically move, bend and twist to complete normal daily activities such as transferring a student from a wheelchair to toilet and back, picking up books, lunch trays and cleaning out lockers, etc.

12. Ability to assist students with hygiene activities including, but not limited to toileting, handwashing, etc.
13. Stand and walk continuously about the classroom, school, lunchroom, class trips, classroom, etc.

REPORTS TO: Building Principal/Office of Human Resources Substitute
Coordinator

ESSENTIAL JOB FUNCTIONS (ALL PARAPROFESSIONALS):

1. Shall assist, as required, with playground, bus, lunchroom, lavatory, and other related monitoring locations and activities.
2. Shall assist with toileting services for students with preschool disabilities, students that are in the kindergarten multiple disabilities self-contained classroom, and all other students with disabilities in grades K-12 that have been identified as needing such services, per the terms of those students' IEPs if applicable. The yearly provided "Review of Toileting Procedures" document will be the procedure that all employees are required to follow.
3. Shall receive requests for student assistance and report same to assigned certified staff member(s).
4. Shall provide input to certified teacher(s), in preparing materials for instruction, and in reinforcing and extending instructional content and skills taught and implemented previously by the assigned certified teacher(s). In no case shall the paraprofessional prepare lessons plans or other instructional materials for which the preparation requires an educational certificate.
5. Shall assist with the recording and collection of educationally relevant academic, behavioral, and or social skills data.
6. Shall assist in implementing strategies for student(s) to meet established academic and behavioral expectations, and in positively reinforcing appropriate and productive social and learning behaviors in school. Such strategic implementation shall conform to student IEPs, where applicable.
7. Shall assist with monitoring of individualized educational activities, including free play, as specifically directed by the certified staff member(s).
8. Shall assist with housekeeping and clerical duties, as required.

9. Checking, recording, filing student data, such as:
 - a. Attendance, absence, schedules, logs and other such records.
 - b. Making, receiving, and responding to routine telephone messages in such cases where the regular teacher is unable to do so due to extenuating circumstances.
 - c. Typing and/or otherwise reproducing materials, correspondence, reports, memos, etc., as assigned.
 - d. Preparing, processing, and distributing materials to students, staff, parents and/or others as assigned.
10. Shall assist students with during transitions with backpacks, walkers, wheelchairs, chairs, slant boards, augmentative devices, sports gear, etc.
11. Shall assist students in moving books, supplies and other materials for assignments.
12. Shall assist in the facilitation of student behavior plans and helping the regular instructor with demonstrating the acquisition of new skills with physical prompts.
13. Shall assist students moving from location to location at the direction of the certified staff
14. Shall physically intervene with students when necessary as to provide for student safety.
15. Work with students for periods of time. Sitting or standing for periods of time may be required as required by tasks.
16. Shall assist in the documentation of student progress
17. Assist students who are physically challenged with balance and coordination issues and respond quickly to those children who have medical issues, however, in no case shall the paraprofessional perform OT/PT services for students. Rather, the assistance set forth herein shall be that which is immediately necessary for the student's health, safety and well-being.
18. Shall perform such other duties as assigned by the certified staff member(s) as consistent with this job description.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: April 27, 2022