

## **JOB DESCRIPTION**

**JOB TITLE:** PARAPROFESSIONAL (Full-time)

**MPS POSITIONS:** Includes the following MPS positions:  
PARAPROFESSIONAL  
LIBRARY AIDE (K-12)

**GENERAL DESCRIPTION:**

Provides direct aide to teachers or other certificated staff members by providing instructional support for individuals and small groups and by providing personal care for students as needed; assists in the classroom activities of school children; does other related duties.

**QUALIFICATIONS:**

**NOTE: All new employees must pass a Criminal History Background Check and Employee Physical Exam prior to the start of their employment with the Millville Board of Education.**

- Associates Degree, or 48 credits, from an accredited college or university OR passing score of 456 on the Praxis Paraprofessional Assessment Test.
- Ability to work cooperatively with other educational professionals.
- Must have ability to effectively communicate with students and parents.

**REPORTS TO:** Building Principal

**PERFORMANCE RESPONSIBILITIES:**

**NOTE: This is a general job description. A position under this job title may include, but is not limited to, the following job duties:**

1. Provides direct aide to classroom teachers in maintaining a neat, orderly classroom.
2. Assists with classroom management, such as organizing and preparing instructional and other materials, collecting information regarding behavior and academic progress, and assisting in supervision of students.
3. Provides instructional assistance and assists in supervision of students in various activities/programs which may include health and physical education, music, art, library/media center, computer lab, science lab, assemblies and field trips.
4. Works with individuals and/or small groups of students to support, reinforce, or re-teach instruction in reading, writing, and math which was initially delivered by a classroom teacher.
5. Monitors classroom if teacher leaves for brief periods.
6. Prepares bulletin boards.
7. Performs clerical duties including taking attendance, typing, copying, and keeping records of non-confidential data.
8. Collects money and regulates behavior of students in the cafeteria.
9. Aids disabled children.
10. Acts as a translator for bilingual and/or disabled students as needed.
11. Assists in maintaining decorum in cafeteria, playground, study halls, gym and locker rooms.
12. Directs children to buses.
13. Assists with parental involvement activities.
14. Respects the dignity, privacy, and individuality of all learners, families, and staff members and maintains confidentiality in all circumstances.
15. All other duties as assigned.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the terms and conditions set forth in Board Policy and the Collective Bargaining Agreement between the Millville Board of Education and the Millville Education Association and/or past practices of the district.

**TERMS AND CONDITIONS OF EMPLOYMENT:**

Salary and work year to be established by the Millville Board of Education in accordance with the contractual agreement with the Millville Education Association

APPROVED BY:

DATE: 12/21/2009

*Handwritten initials and date:*  
2/24/10 1/14/10

*Handwritten initials and date:*  
OK 8/24/10