



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

PARAPROFESSIONAL

REPORTS TO:

Building Administrator and/or Designee

SALARY GRADE:

As per NBEA contract-Schedule E

NATURE AND SCOPE OF JOB:

To assist the classroom teacher by working with individual or small groups of students in maintaining a well-organized classroom environment in which students can take full advantage of instructional programs and available resources materials.

JOB QUALIFICATIONS:

- Associate Degree/ 48 College Credits/ Passed Parapro Assessment
- Effective oral and written communication skills with students, parents and staff
- Demonstrated ability to work well with students and staff
- **Bilingual Paraprofessional**-must be able to speak, read and write English and Spanish

ESSENTIAL JOB FUNCTIONS:

- Collaborates with classroom teacher to discuss instructional activities and specific observations of the classroom environment.
- Works with individual or small groups of students to reinforce material initially introduced by the teachers.
- Assist with general supervision and safety of the classroom.
- Attends to the toileting needs of students as needed (training provided by school nurse).
- Assists with non-instructional classroom duties, i.e. mealtime, dismissal, clothing routines, fire drills, field trips, emergency planning drills.
- Participate in professional development training as offered by the district.
- Maintain confidentiality of information regarding students.
- Aids classroom teacher in the operation and care of equipment used in the classroom for instructional purposes.
- Be familiar with students, Individual Education Plan (IEP) and 504 Plans.
- Assume such other duties as assigned by Building Administrator.

ONE TO ONE PARAPROFESSIONAL DUTIES (in addition to essential job functions):

- Aid and assist in taking care of physical needs of special education students with disabilities.
- Assist where appropriate in loading and unloading special education (disabled) student(s) from transportation buses and/or vans.

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- Promote the attainment of students' education goals and learning objectives in conjunction with the classroom teacher as written in the IEP/504 plan.

WORK ENVIRONMENT:

This job operates in a classroom environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all

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terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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