

# **JOB DESCRIPTION**

**TITLE:** EDUCATIONAL SUPPORT PERSONNEL- SPECIAL EDUCATION

## **QUALIFICATIONS:**

1. High School Diploma, required, college-level coursework in education or related field preferred.
2. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
3. Knowledge of diverse needs of students with disabilities and appropriate special education classroom practices
4. Required criminal history check and proof of U.S. citizenship or legal resident alien status
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
6. Substitute Certification/Paraprofessional

## **REPORTS TO:**

Certified Classroom Teacher, Principal and Director of Special Education

## **JOB GOAL:**

To assist the classroom teacher by working with individual and small groups of students with special needs to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

## **PERFORMANCE RESPONSIBILITIES:**

1. Assists in taking care of the physical needs of the special education student, including putting on and taking off outerwear, moving from room to room, student hygiene, and using the lavatory. Assists with wash-up and toilet routines including diapering when necessary.
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the students' goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of individual students, their needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to a student's program only in consultation with the classroom teacher, child study team, related services staff or administration.
3. Alerts the teacher to the special needs of individual students.
4. Assists, where appropriate, in escorting students to arrival/departure areas, loading and unloading the special education student from transportation buses or vans.
5. Completes clerical duties as assigned by the special education classroom teacher, including collecting behavioral data. Helps maintain individual records for each child. Refers parent requests for information to the classroom teacher.
6. Assists teachers in the planning of the weekly schedule of activities and provides input in terms of student progress.

7. Assists students with various projects, crafts, simple tasks such as sharpening pencils or carrying lunch trays, and curriculum tasks. Guides independent study, enrichment work and remedial work set up and assigned by the teacher. Helps students to master equipment or instructional materials assigned by the teacher.

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8. Assists the teacher in maintaining neat work and study areas.
9. Assists with the supervision of students during emergency drills, assemblies, field trips and play periods. Assists in escorting students from one area to another. Assists in playground supervision. Guides students in working and playing harmoniously with other students. Assists during eating periods. Fosters good eating habits and table manners in students.
10. Engages students in conversation to encourage language development.
11. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.
12. Aids physically handicapped students, particularly those who rely upon appliances and prosthetics.
13. Maintains confidentiality in accordance with district policy, and handbook. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
14. Participates in staff meetings, professional development and training sessions as assigned.
15. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.
16. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education students.

## **TERMS OF**

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

### **Annual**

**Evaluation:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: 06/24/08

Revised: 06/19/25