

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: Paraprofessional Aide

QUALIFICATIONS:

1. High School Diploma
2. Meet Federal Requirements as a Highly Qualified Paraprofessional (HQP)
3. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Principal/Vice Principal, Supervisor, Teacher

JOB GOAL: To assist the classroom teacher by working with the student(s) with physical assistance as needed/required and emotional support as appropriate to gain optimum benefit from the District's education programs.

PERFORMANCE RESPONSIBILITIES:

1. Assist the teacher in implementing appropriate student learning experiences.
2. Assist with individualized instruction and works with small groups of students under the supervision of the classroom teacher to reinforce material initially introduced by the teacher.
3. Assist in monitoring students' progress and achievement.
4. Encourage each student to seek knowledge, ask questions, and grow in self-knowledge and self-discipline.
5. Strives to maintain and improve personal educational proficiencies and provides for his/her educational growth.
6. Assist in reinforcing self-help skills in areas of dress, toileting, eating, and other appropriate social competencies.
7. Take necessary and reasonable precautions to protect student(s), equipment, materials, and facilities.
8. Assist in maintaining accurate, complete, and correct records as required by law, District policy, and administrative regulations.

9. Performs other duties which are within the scope of employment and certification as may be assigned by the teacher, administrator(s), and/or supervisor(s) under the authority of the Superintendent and the Board of Education.
10. Assists in administering group standardized tests in accordance with district/school testing program.
11. Assists in providing supervision over those students assigned.
12. Seeks the assistance of and reports to the teacher, as needed, to attempt to remediate learning/social difficulties exhibited by assigned students.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association. Position remains active for the time period of student need only.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

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

Proposed:

Adopted: December 9, 1980

Revised: September 22, 2009

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6:11-4.6	Paraprofessional approval
<u>N.J.A.C.</u> 6A:14-4.1(e)	General requirements
<u>N.J.A.C.</u> 6:29-7.4	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Federal *No Child Left Behind Act* (NCLB) of 2002