

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**PARAPROFESSIONAL**  
**Special Education**

- QUALIFICATIONS:**
1. Must have forty-eight (48) college credits or proof of passing the ParaPro Assessment Test.
  2. Experience working with school age children.
  3. Experience working in a urban school district.
  4. Ability to work well with others.
  5. Ability to communicate using appropriate English.

**REPORTS TO:** Building Principal

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Ability to work with students in small groups or one-on-one, as needed.
2. Ability to work with students who are
3. Assist children with preparing for and moving to other classrooms, school activities, lunch periods, outside activities and arrival and departure from school.
4. Observe student behavior and learning, communicating observations regularly with the teachers.
5. Assist the teacher and students with cleanup from activities.
6. Assist students with movement among activities.
7. Assist the teacher in communicating with parents
8. Assist the teacher in supervision on approved field trips.
9. Arrange furniture and equipment for various learning activities and experiences.
10. Maintain the orderly arrangement of materials and equipment within the classroom.
11. Help with clothing, grooming, health habits and bathroom activities.
12. Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
13. Participate in appropriate in-service and workshop programs and attend required meetings
14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Perform any duties and responsibilities that are within the scope of employment as a one on one paraprofessional, as assigned.

**TERM OF EMPLOYMENT:** Ten (10) month position.

BARGAINING UNIT: Paraprofessional

SALARY: In accordance with Paraprofessional contract and experience.

STATUS: Hourly\_\_\_ Salaries X  
Exempt\_\_\_\_\_ Non-Exempt\_\_\_

EVALUATION:

BOARD APPROVED April 25, 2005

Board Approved  
October 26, 2015