

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey

QUALIFICATIONS:

- High School diploma
- Knowledge of child growth and development and appropriate classroom practices
- Oral and written communication skills
- Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Principal/Classroom Teacher

JOB RESPONSIBILITIES:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment, technology and instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack-time routine, and toileting activities.
13. Assists special needs students with physical needs and tasks as directed by the classroom and I.E.P./504 plan.
14. Participates in in-service training as assigned.

15. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: As per the WISSA/Board Agreement

EVALUATION: By the designated administrator

DATE: December 5, 2000

REVISED: November 6, 2007

APPROVED BY: The Westfield Board of Education

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examination
N.J.A.C. 6:11-4.6	Paraprofessional approval
N.J.A.C. 6:29-7.4	Requirements of physical examination

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