

**WASHINGTON TOWNSHIP BOARD OF EDUCATION  
LONG VALLEY, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** Classroom/Individual Aide – Special Education

**QUALIFICATIONS:**

1. College Degree or related education
2. Minimum experience as determined by the Superintendent
3. Knowledge of child growth and development and appropriate classroom practices
4. Good oral communication skills
5. Proficient in computer applications
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Such alternatives to the above as the Board may find appropriate and acceptable

**REPORTS TO:** Principal/Classroom Teacher

**SUPERVISES:** Assists in the supervision of classroom activities under the direction, presence and supervision of the certified classroom teacher, principal, or other designated certified personnel.

**JOB GOAL:** To promote the attainment of students' developmental goals and objectives (learning, behavior, and social) as identified in the Individualized Education Plans (IEPs).

**PERFORMANCE RESPONSIBILITIES:**

1. Under supervision of a special education teacher, works with one or a small group of pupils with educational disabilities to reinforce materials and skills.
2. Assists the teacher in devising strategies for reinforcing cognitive, behavioral and social skills based upon pupils' needs, interests, and abilities.
3. Depending on the assignment, works closely with the child and the Education Team to promote desirable behavioral changes.
4. Assists with the supervision and facilitation of large group activities.
5. Alerts the teacher to any problems or special information about an individual student.
6. Assists with the supervision of students during fire drills, assemblies, play periods and field trips, etc.
7. Assists student(s) with physical tasks such as putting and taking off of outerwear, moving from room to room, using the lavatory, diapering, and other tasks, as necessary. Ability to physically lift students is required.

8. Assists students in developing self-help skills, promoting their independence and confidence.
9. Physically assists student on and off bus/van. Secures car seats/seat belts.
10. Distributes books, provides constructive student feedback, supervises testing, and performs other duties as assigned.
11. Collects basic behavioral data such as frequency, duration or time of day data.
12. Establishes, as fully as possible, a supportive relationship with the student(s) without fostering or encouraging intense emotional involvement.
13. Maintain respect and confidentiality for all students.
14. Participates in in-service training programs, as assigned.
15. Carries out classroom and non-classroom responsibilities, as assigned.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

**EVALUATION:**

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

First Reading Date: June 17, 2024

Second Reading Date: July 9, 2024