

Attachment C-3

Sayreville Public Schools Job Description - PARAPROFESSIONAL

Requirements and Qualifications:

- High school degree or equivalent; Associate's degree, or two (2) years or more of full-time college coursework equivalent
- Satisfactory completion of local and state school board assessments and certification (where applicable)
- Participation in staff development trainings
- Two (2) years previous experience as a paraprofessional, teaching assistant, or related position preferred
- Ability to multitask, prioritize, and manage time efficiently
- Encouraging to students and patient when reviewing materials
- Ability to serve as a positive role model and mentor
- Good verbal and written communication skills
- Comfortable in a team-player role
- Proficient computer skills, Microsoft Office Suite (Word, Outlook, and Excel) preferred
- Strict adherence to school philosophy, standards, and goals

Primary Function: Candidates seeking a position as a part time paraprofessional must be detail-oriented, thorough, and organized. Successful candidate will play a key role in shaping students' futures by working with teachers in the areas of small group instruction, reviewing material one-on-one with students, helping to maintain student behavior, following students' individual programming needs and/or district policy/programs. Successful candidates will assist in preparing curriculum materials, track attendance and any other duties as assigned by the supervisor(s) of special education, building administration, or the Director of Special Services.

Reports to: Teacher, Principal, Supervisor of Special Education, Director of Special Services

Supervises: Students

Major Duties and Responsibilities:

- Work with individual students or small groups of students to reinforce learning of material
- Help monitor student work and curriculum-based testing
- Assist students with makeup work where applicable
- Review material with students one-on-one or in small groups
- Help ensure students follow school and class rules
- Assist the teacher in preparing for lessons by gathering supplies handing out materials or setting up equipment
- Help enforce school-wide safety procedures, disciplinary codes, and rewards
- Perform classroom and instructional duties as assigned
- Monitor students in hallways, bathrooms and specials.
- Assist in activities like field trips, academic support sessions, and other events and programs
- Follow behavior plans and classroom management
- Assist with students' toileting needs if applicable, per district policy

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

July 16, 2019