

# EAST RUTHERFORD BOARD OF EDUCATION

## Job Description

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TITLE: CERTIFIED CLASSROOM AIDE

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field\*; possession of a valid New Jersey Instructional Certificate or valid Bergen County Substitute Teacher Certificate
2. Minimum experience as determined by the board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*\*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math. Those hired before that date have until January 8, 2006 to meet one of the requirements.*

REPORTS TO: Principal

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

JOB GOAL: To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

PERFORMANCE 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 or 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 board 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. Participates in in-service training as assigned.
14. Directly supervises students as needed.
15. Performs other related duties 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 noncertified staff.

APPROVED BY: Board of Education

DATE: 2/23/12

Legal References:

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.A.C. 6A:9-7</u>	Paraprofessional approval
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

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

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119  
Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002