

## 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

**July 16, 2019**

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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**