

## LACEY TOWNSHIP SCHOOL DISTRICT

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**JOB TITLE:** Substitute Paraprofessional

**REPORTS TO:** Principal/Classroom Teacher

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

### **QUALIFICATIONS:**

- Minimum experience as determined by the board
- Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
- Good oral and written communication skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- College-level coursework in education or related field\*

\* 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.

### **RESPONSIBILITIES:**

- Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Distributes and collects workbooks, papers, and other materials for instruction.
- Guides independent study, enrichment work, and remedial work assigned by the teacher.
- Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- Reads to students, listens to students read, and participates in other forms of oral communication with students.
- 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.
- Helps very young students with their clothing, snack time routine, and toileting activities.
- Performs other related duties as assigned.

**TERMS OF EMPLOYMENT:** Temporary/Substitute; Work year and pay to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

**Substitute Paraprofessional (continued)**

Approved by: Lacey Township Board of Education

Date Approved: February 18, 2020

**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 examinations; requirement

N.J.A.C. 6A:9-7 Paraprofessional approval

N.J.A.C. 6A:32-6 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