

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Educational Assistant

QUALIFICATIONS:

1. All qualified candidates must possess a valid New Jersey teaching certificate (CEAS, CE)
2. Candidate must hold a BA degree
3. Strong interpersonal and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Such additional qualifications as the board may find appropriate and/or desirable.

REPORTS TO: Principal

JOB GOAL: To provide support to the instructional program and school operations to ensure continuity of the educational development of each pupil during a teacher's absence.

PERFORMANCE RESPONSIBILITIES:

1. Arrives at 8:10 AM and supervises children as needed.
2. Provides substitute coverage for teachers as needed.
3. Provides in-class support as needed.
4. In emergency situations, prepares lesson plans and completes other duties of the teacher.
5. Aides in dismissal of students as needed
6. Performs any other assigned duties relative to student supervision and instruction as directed by the principal or other supervisors.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated by the Superintendent in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Date: August 11, 2010

Revised by the BOE Labor Relations Committee