

HILLSIDE PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: Paraprofessional

QUALIFICATIONS:

1. All qualified candidates must possess a valid substitute certificate and a minimum of 60 college credits
2. Strong interpersonal and communication skills
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Such additional qualifications as the board may find appropriate and/or desirable.

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Arrives at 8:10 AM and aides in classroom readiness
2. Assists in classroom supervision as required or assigned by the principal or designee. This will include covering classes and performing the duties of a substitute.
3. Guides and assists students entering the room and follows initial attendance procedures.
4. Supports student's listening and attention during activities and group lessons.
5. Assists in a smooth transition from group lessons to center activities.
6. Assists in centers guiding student's work and activities and completing evaluative materials or feedback strategies as directed by the teacher.
7. Anticipates and minimizes the learning problems of each child when possible.
8. Interacts with students at their level.
9. Assists with the functions of everyday classroom life.
10. Assists in providing a safe, comfortable and supportive environment.
11. Assists in dismissal, including checking bus passes, escorting students to the bus, and/or dismissal of walkers.
12. 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