

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Student Services

Non-Certified

TITLE: PARAPROFESSIONAL - SPECIAL EDUCATION CLASSROOM / ONE-ON-ONE

QUALIFICATIONS:

1. High school diploma;
2. Sixty college credits, Associates Degree or pass Praxis Exam
3. Minimum experience as determined by the board
4. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
5. Good oral and written communication skills
6. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
7. Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and /or behavioral management training.
8. Complies with drug-free workplace rules and board policies.
9. Ability to respectfully manage students, including students with developmental disabilities.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Have excellent integrity and demonstrate good moral character and initiative.
12. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
13. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
14. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Principal, Director of Special Services, and Classroom Teacher

JOB GOAL:

To assist the classroom teacher by working with individual and small groups of disabled student(s) to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving

PARAPROFESSIONAL - SPECIAL EDUCATION (continued)

from room to room, pupil hygiene, and using the lavatory. Assists with wash-up and toilet routines including diapering when necessary.

2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupils' goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of individual students, their needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to a pupil's program only in consultation with the classroom teacher, child study team, related services staff or administration.
3. Alerts the teacher to special needs of individual children.
4. Assists, where appropriate, in escorting children to arrival/departure areas, loading and unloading the special education pupil from transportation buses or vans.
5. Completes clerical duties as assigned by the special education classroom teacher, including collecting behavioral data. Helps maintain individual records for each child. Refers parent requests for information to the classroom teacher.
6. Assists teacher in the planning of the weekly schedule of activities and provides input in terms of student progress.
7. Assists pupils with various projects, crafts, simple tasks such as sharpening pencils or carrying lunch trays, and curriculum tasks. Guides independent study, enrichment work and remedial work set up and assigned by the teacher. Helps students to master equipment or instructional materials assigned by the teacher.
8. Assists the teacher in maintaining neat work and study areas.
9. Assists with the supervision of children during emergency drills, assemblies, field trips and play periods. Assists in escorting children from one area to another. Assists in playground supervision. Guides children in working and playing harmoniously with other children. Assists during eating periods. Fosters good eating habits and table manners in children.
10. Engages children in conversation to encourage language development.
11. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.
12. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
13. Maintains confidentiality in accordance with district policy, and handbook. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
14. Participates in staff meetings, professional development and training sessions as assigned.
15. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.
16. Shadows and when appropriate aids physically disabled child, particularly for a child who relies upon appliances and prosthetics.
17. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

PARAPROFESSIONAL - SPECIAL EDUCATION (continued)

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA contract.

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

Approved by: Pleasantville Board of Education

Date: August 18, 2015

Revised: January 17, 2023

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:14-4.1(e)	General requirements
<u>N.J.A.C.</u> 6A:32-4.2	Approval of paraprofessional staff
<u>N.J.A.C.</u> 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 Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002