

Paraprofessional

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**TITLE: SPECIAL EDUCATION AIDE**

**QUALIFICATIONS:**

1. **Bachelor's Degree, teacher certification preferred**
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Successful experience working with children
5. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

\*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.

**REPORTS TO:** Supervisor of Special Services and/or Principal

**JOB GOAL:**

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

**PERFORMANCE RESPONSIBILITIES:**

1. **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.**
2. Assists, where appropriate, in loading and unloading the special education student from transportation buses or vans.
3. Assists students with various projects, crafts, and curriculum tasks.
4. Helps with the supervision of children on field trips planned by the teacher.
5. Assists in playground supervision.
6. Engages children in conversation to encourage language development.
7. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
8. Performs other appropriate duties as assigned by the **Director** of Special Services or building principal directly related to a good learning experience for special education students.
9. **Completes and compiles data collection under the direct supervision of the special education teacher.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

# MENDHAM BOROUGH SCHOOL DISTRICT

SPECIAL EDUCATION AIDE (continued)

**G-5**

## **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: Mendham Borough Board of Education

Date: October 19, 2010

Revised: February 24, 2015

Revised: August 20, 2018

## **LEGAL REFERENCES:**

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record; employee in regular contact with students, grounds for disqualification from employment
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.A.C. 6A:9-7</u>	Paraprofessional approval
<u>N.J.A.C. 6A:14-4.1(e)</u>	General requirements
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations