

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

Paraprofessional

TITLE: Classroom Teaching Assistant

QUALIFICATIONS:

1. Valid NJ Substitute Certificate with a minimum of 30 credits
2. College-level coursework in education or related field preferred*
3. 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. Oral and written communication skills
6. Required criminal history background check and proof of US citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 1, 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: Building Principal, Certified Classroom Teacher and/or Director of Special Services

JOB GOAL: To assist the classroom teacher with routine tasks during the school day. The Teacher's Assistant works cooperatively with the classroom teacher, the Principal or designee or Special Service team in providing proper care and instruction for pupils.

PERFORMANCE RESPONSIBILITIES:

1. Functions as an assistant to the classroom teacher in the instructional process.
2. Assists the classroom teacher in activities relative to classroom organization, routine, and behavior management.
3. Assists the classroom teacher in planning classroom work and prepares instructional materials.
4. Works with individual students or small groups of students under the supervision of classroom teacher, to reinforce learning of material or skills initially introduced by the teacher.
5. Guides independent study, enrichment work and remedial work assigned by the teacher.
6. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips.
7. Reads to students, listens to students read, and participates in other forms of oral communication with students.
8. Helps students with their clothing, snack time routine and toileting activities, when need is identified.
9. Consults with other professional staff who are responsible for students, on a need to know basis.
10. Participate in in-service training as assigned.
11. Complies with all required/mandated training programs and updates.
12. Performs other related tasks and assumes other responsibilities as assigned by the Director of Special Services and/or Building Principal.

Classroom Teaching Assistant (con't)

TERMS OF

EMPLOYMENT: 10 month position; salary to be determined by the Board

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluations.

APPROVED BY: Superintendent of Schools

DATE: December 11, 2023 (Revised)

ACCOUNT CODE(S):	20.218.100.106.900.030 (Preschool)	100%
	11.190.100.106.900.000 (K-8)	100%