

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

Paraprofessional

TITLE: Special Education Teaching Assistant

QUALIFICATIONS:

1. Valid NJ Substitute Certificate with a minimum of 30 credits preferred
2. College-level coursework in education or related field preferred
3. Experience as determined by the Board
4. Ability to assist with instructional activities and to communicate effectively with students, parents and school staff
5. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
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.

REPORTS TO: Director of Special Services and/or Building Principal

JOB GOAL: To assist the classroom teacher by working with individual students as per their Individualized Education Programs (IEPs) so they may access their education.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the care of the physical needs of the special education student, including putting on and taking off outerwear, moving from room to room and using the lavatory. Assists student with physical handicapping conditions, such as assistive devices and/or prosthetics. Assistance may include lifting a student in and out of a wheelchair.
2. Assists the teacher with appropriate delivery of IEP requirements, either group or 1:1, as determined by the IEP.
3. Assists with individualized instruction of a student, under the supervision of the special education teacher, to reinforce material initially introduced by the teacher. Alerts the teacher/consultant to any problem or special information about an individual student.
4. Assists, where appropriate, in loading and unloading the special education student from transportation buses or vans.
5. Assists student with various projects, crafts and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.
8. Engages student in conversation to encourage language development.
9. Assists, under a certified staff member's direction, in the collection and administration of behavior management systems
10. Assists in maintaining accurate and complete records to document a student's daily progress towards IEP goals and objectives.
11. Maintains confidentiality of student and his/her records.
12. Participates in in-service training, as assigned.

Special Education Teaching Assistant (con't)

- 13. Complies with all required/mandated training programs and updates.
- 14. Consults with other professional staff who are responsible for the student, on a need to know basis.
- 15. Performs other appropriate duties as assigned by the Director of Special Services and/or Building Principal directly related to a positive learning experience for special education students.

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):	11.000.217.100.900.XXX	100%
	20.218.100.106.900.030	100%