

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Instructional Paraprofessional

REPORTS TO: Principal
Classroom Teacher

QUALIFICATIONS:

1. College degree
2. Minimum experience as determined by the Board of Education
3. Collegial/collaborative interactive style
4. Ability to relate well to students
5. General professionalism
6. Confidentiality
7. Required criminal background check and proof of U.S. citizenship or resident alien status

JOB GOAL: To promote the achievement of students' educational goals and learning objectives by providing assistance to the classroom teacher

PERFORMANCE RESPONSIBILITIES:

1. Assist the teacher in the delivery of an effective instructional program
2. Work with individual students or small groups of students to reinforce learning of material or skills taught by the teacher
3. Assist the teacher in implementing strategies for reinforcing learning based on an understanding of individual student needs, interests and abilities
4. Guide students when engaged in independent activities
5. Assist the teacher with clerical tasks
6. Assist the teacher with group activities
7. Communicate any special needs of individual students to the teacher
8. Provide escort assistance to children when necessary
9. Perform such other duties as may be assigned

ADOPTED: January 8, 2009

Date Revised: May 12, 2009

JD/School Building Personnel

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees in general

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.