

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: One-to-One Paraprofessional

REPORTS TO: Principal
Classroom Teacher

QUALIFICATIONS:

1. High school diploma or equivalent training and passing grade on the PRAXIS exam for paraprofessionals or 48 college credits
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 aid a disabled student who is in need of assistance

PERFORMANCE RESPONSIBILITIES:

1. Provide assistance to a student based on IEP designated need
2. Assist with the supervision of the student during all activities
3. Assist in the implementation of behavior improvement plans under the direction of the teacher
4. Assist in the implementation of alternative methods of communication under the direction of the teacher
5. Communicate any special needs of the individual student to the classroom teacher
6. Supervise the student during independent activities
7. Escort the student when traveling throughout the building
8. Follow directives of the teacher to meet the individual needs of the student
9. Implement discrete trials, including graphing procedures for daily student performance during discrete trials, inclusion sessions as well as behavioral data, if assigned
10. Shadow student into mainstream settings

One-to-One Paraprofessional

11. If involved with ABA data collection, meet with the behaviorist as determined by the CST
12. Record behavior, social and academic data in self-contained and mainstream settings for the self-contained and regular education teacher, if assigned
13. Prompt and face appropriate play skills and conversation using scripts during lunch and recess, if assigned
14. Assist in toilet training, self help skills, expansion of food repertoires and implementation of sensory diets, if assigned
15. Perform such other duties as may be assigned

Date Revised: 1/8/09

Date Revised: 5/12/09

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.