

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CLASSROOM AIDE

Date of Adoption: November 29, 2018

JOB TITLE: Classroom Aide

REPORTS TO: Principal or designee

NATURE AND SCOPE OF JOB:

The classroom aide's function is to provide assistance to the classroom teacher and student(s) to whom the aide is assigned. Under the direction of the classroom teacher, the aide contributes to the educational environment by offering each child the opportunity and encouragement to reach his/her maximum potential. The aide works cooperatively with the classroom teacher as well as with other members of the school building staff. The classroom aide's function varies based on the needs indicated in the Individual Educational Plan (I.E.P.) and can also provide assistance to the students based on program assignment.

QUALIFICATIONS:

1. Have graduated from High School or have possession of an approved High School Equivalent Certificate. Have completed at least 60 credits from an accredited college or university and acquisition of a NJ Substitute Certification, preferred. Alternatives may be considered by the Superintendent of Schools in certain situations.
2. Knowledge of teaching and school problems, practices, and procedures as they affect children.
3. Have the ability to follow written and oral instructions.
4. Have the ability to work with a variety of people.
5. Have the ability to establish and maintain accurate records and files.
6. Have the ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
7. Have the ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

RESPONSIBILITIES AND JOB FUNCTIONS:

Under the direction of the classroom teacher, principal, or case manager, and within the Board of Education policies, the classroom aide is responsible for and has commensurate responsibility to accomplish the duties set forth below:

1. Implement the directions of the classroom teacher.
2. Prepare specific instructional materials through typing, copying, and duplicating as directed and within his/her area of competence, as per the child's IEP.
3. Assists in maintaining standards of pupil behavior needed to provide an orderly and productive learning environment.
4. Develops and maintains competence through participation in in-service activities provided by the district.
5. Upholds and enforces school rules, administrative regulations, and board policy.
6. Interact with administrative and supervisory personnel and other school building staff as required.
7. May gather data for discrete trials and behavior intervention plans.
8. May be required to assist with toileting, personal hygiene, and transferring students.
9. May be required to appropriately use restraints once properly trained by the district.
10. May be required to implement behavior plans developed by case manager.
11. Perform all other duties as assigned by the Superintendent of Schools and/or designee.

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EVALUATION:

The Principal and/or designee shall evaluate the Classroom Aide in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.