



## JOB DESCRIPTION

### **LLD PARAPROFESSIONAL**

- I. Title:** LLD Paraprofessional
- II. Qualifications:**
- \* High School diploma; college-level coursework in education or related field or college degree preferred
  - \* Paraprofessionals with 30 college credits beyond a high school diploma must apply for a substitute certificate and will be reimbursed for this cost by the district.
  - \* Previous experience working with children desired
  - \* Required criminal history check and proof of U.S. citizenship or legal resident alien status
- III. Primary Function:** Provides assistance to students under the guidance and direction of a teacher.
- IV. Reports to:** Director of Special Education (primary evaluator)  
Principal of School (secondary evaluator)
- V. Major Duties and Responsibilities:**
- Provides assistance to students as directed by, and under the guidance of, the teacher, special education personnel, CST members, school counselors, BCBA, and Administration.
  - Provides interventions and modifications of student learning and/or behavior as directed by, and under the guidance, of the teacher, special education personnel, CST members, school counselors, BCBA, and Administration.
  - Assists with reinforcing class lessons and works with children in small groups or one-on-one under the guidance of a teacher.
  - Provides small group instruction or one-on-one instruction under the guidance of a teacher.
  - Provides students with accommodations and modifications as identified in their IEP
  - Assists with the supervision of students during emergency drills, assemblies, inclusion opportunities, play periods, and field trips
  - Assists with lunch, snack, and cleanup routines

## LLD Paraprofessional

- Supervises small groups of students as they work independently or in small groups.
- Assists with the organizational aspects and displays of the classroom.
- Assists in the preparation of learning materials.
- Moves throughout the room and provides physical assistance for students when appropriate.
- Provides the student with gestural, physical and written prompts to build independence.
- Collects data on student behaviors when applicable
- Consults with teacher, case manager, counselor, administration when more assistance is needed in order to meet the needs of the students assigned
- Maintains student confidentiality.
- Other duties as assigned.

**VI. Terms of Employment:**

1. **Work year** Ten months and includes all student-present days plus:
  - i. One day for **new staff** for orientation prior to school opening
  - ii. Attendance at all district all-staff meetings including opening year meeting
  - iii. One professional development day, if requested
2. **Work day:** 7:45 a.m. – 2:40 p.m.

**VII. Terms and Conditions of Employment:** 10-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.**VIII. Evaluation:** Annually by primary supervisor as designated by law, policy, and Contract.