



JOB DESCRIPTION

PARAPROFESSIONAL

- I. Title:** 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 basic 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 students with assistance as identified in their IEP, 504 plan, I&RS plan, and health plan.
 - Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
 - Assists with lunch, snack, and cleanup routines.
 - Supervises small groups of students as they work independently or in small groups.

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- 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, BCBA, 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.