

# School District of the Chathams



259 Lafayette Avenue  
Chatham, New Jersey 07928

## JOB DESCRIPTION

### *Classroom/Kindergarten Paraprofessional*

#### **QUALIFICATIONS**

- High School Diploma; college-level coursework in education or related field preferred
- Experience in classroom settings and/or working with children preferred
- Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
- Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
- Required criminal history check and proof of U.S. citizenship or legal resident alien status

#### **REPORTING STRUCTURE**

- Certified classroom teacher, principal, and/or Director of Special Services

#### **OVERSIGHT**

- The lunchroom activities under the direction of the building principal and assigned teaching staff.

#### **JOB GOAL**

To assist the classroom teacher who will always be present, by working with individual and small groups of students to provide physical, emotional and/or academic assistance as needed and appropriate.

#### **PERFORMANCE RESPONSIBILITIES**

- Assists with small groups of students or individuals under the supervision of the classroom teacher to reinforce material initially introduced by the teacher.
- Completes clerical duties as assigned by the classroom teacher
- Assists pupils with various projects, crafts, and curriculum tasks

- Helps with the supervision of children on field trips planned by the teacher.
- Assists in playground supervision.
- Engages children in conversation to encourage language development.
- Performs other appropriate duties as assigned by the teacher or building principal directly related to a positive learning experience for students.

### **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Education Association

### **EVALUATION**

Evaluation of paraprofessionals must include a conference between teacher in charge of the paraprofessional and the building principal and/or supervisor. Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [01/13/2020]