



Upper Saddle River Schools
Upper Saddle River, NJ 07458

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 60 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:

1. Provides assistance to students as directed by, and under the guidance of, the teacher or special education personnel.
2. Provides interventions and modifications of student learning and/or behavior as directed by, and under the guidance, of the teacher or special education personnel.
3. Assists with reinforcing class lessons and works with children in small groups or one-on-one under the guidance of a teacher.
4. Provides students with assistance as identified in their IEP.
5. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
6. Assists with lunch, snack, and cleanup routines.
7. Supervise small groups of students as they work independently or in small groups.
8. Assist with the organizational aspects and displays of the classroom.
9. Assists in the preparation of learning materials.
10. Other duties as assigned

VI. 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.

VII. Evaluation: Annually by primary supervisor as designated by law, policy, and contract.