

PALMYRA SCHOOL DISTRICT

1:1 PARAPROFESSIONAL AIDE

Monday-Friday

After-School Program

2:30-6:00

Hours may vary depending on parent pick up

Terms and conditions of employment: 10 Month

QUALIFICATIONS

**High School Diploma; Associate's Degree or higher
with coursework in education or related field.**

Satisfactory completion of a criminal history background
check and district employment packet required.

For specific information regarding position qualifications
and responsibilities see attached job description

Download Employment Application at
<http://palmyraschools.com/ps/Other/Employment%20Opportunities/>

Mail completed application, cover letter, resume, references
and any other documents for consideration to:

Dr. Brian J. McBride, Superintendent
301 Delaware Avenue
Palmyra, NJ 08065

Deadline for Application: Until position is filled

Every person holding an office, employment, or position in a school district shall have his
or her principle residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

The Palmyra Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will
not discriminate against any person because of race, color, and religion, national origin, ancestry, age, political
affiliation, sex, armed forces liability, physical handicap, social or economic status. This employer is committed
to section 504 of the Rehabilitation Act of 1973.

cc: Palmyra Education Association, Palmyra Administrative Association, Delaware Avenue School,
Charles Street School, Palmyra Middle School, Palmyra High School, Buildings & Grounds

Paraprofessional

TITLE: SPECIAL EDUCATION ONE-ON-ONE AIDE**QUALIFICATIONS:**

1. High School Diploma; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math*

REPORTS TO: Certified classroom teacher, principal and school counseling services director**JOB GOAL:**

To assist the classroom teacher by working with a individual disabled student to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

PERFORMANCE RESPONSIBILITIES:

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory/toileting. Assists students with physical handicapping conditions, such as assistive devices and/or prosthetics. Assistance may include lifting a student in and out of a wheelchair.
2. Assists with individualized instruction under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupil's goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about the student to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of the individual student's needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to the pupil's program only in consultation with the classroom teacher, child study team, related services staff or administration.
3. Assists, where appropriate, in escorting children to arrival/departure areas and in loading and unloading the special education pupil from transportation buses or vans.
4. Assists pupil with various projects, crafts, and curriculum tasks. Assists with individualized instruction of a student under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
5. Alerts the teacher/consultant to any problem or special information about an individual student.

SPECIAL EDUCATION ONE-ON-ONE AIDE (continued)

6. Helps with the supervision of the assigned child on field trips planned by the teacher. Assists with the supervision of the child during emergency drills, assemblies, field trips and play periods. Assists in escorting the child from one area to another. Assists in playground supervision. Guides the child in working and playing harmoniously with other children. Assists during eating periods. Fosters good eating habits and table manners
7. Assists the teacher in maintaining neat work and study areas.
8. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.
9. Engages child in conversation to encourage language development.
10. Shadows and when appropriate aids physically disabled child, particularly for a child who relies upon appliances and prosthetics.
11. Assists, under a teacher/consultant direction, in the collection and administration of behavior management systems and procedures.
12. Completes clerical duties as assigned by the special education classroom teacher. Assists in maintaining accurate and complete records including collecting behavioral data to document a student's daily progress towards IEP goals and objectives. Refers parent requests for information to the classroom teacher.
13. Maintains confidentiality of student records.
14. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the Board of Education in accordance with the negotiated agreement.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Palmyra Board of Education

Date: November 13, 2012

Revised: December 11, 2012

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:9-7	Paraprofessional approval
<u>N.J.A.C.</u> 6A:14-4.1(e)	General requirements
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part a, Section 1119

Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002

SPECIAL EDUCATION ONE-ON-ONE AIDE (continued)

In Cedar Rapids Community School District v. Garrett F., 526 U.S. 66 (1999), the U. S. Supreme Court ruled 7-2 that a small school district could not refuse to provide a one-to-one nurse to a quadriplegic child because of cost. The majority, relying heavily on our decision in Irving Independent School Dist. v. Tatro, 468 U. S. 883 (1984), concluded that the Individuals with Disabilities Education Act (IDEA), 20 U. S. C. §1400 et seq., requires a public school district to fund continuous, one-on-one nursing care for disabled children.