

Deerfield Township Elementary School
P. O. Box 375, 419 Morton Avenue ~ Rosenhayn, New Jersey 08352
(856) 451-6610 ~ Fax (856) 451-6720

JOB TITLE: INSTRUCTIONAL AIDE

REPORTS TO: Principal

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

QUALIFICATIONS:

The Instructional Aide shall:

1. High School Diploma; college level coursework in education or related field *
2. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities.
3. Hold a valid driver's license with no serious violations.
4. Good oral and written communication skills.
5. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
7. Provide information that includes current/former employers within the last twenty (20) years in which the employment involved direct contact with children; a written authorization that consents to current and former employers disclosing certain information; and a written statement as to whether the applicant has any employment history regarding child abuse and/or sexual misconduct in accordance with N.J.S.A.18A:6-7.6.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**In programs funded with federal Title 1 funds, or in district-wide Title 1 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.*

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. College Transcripts, if applicable

EMPLOYMENT TERMS:

The Instructional Aide shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Instructional Aide shall:

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies and field trips.
8. Reads to students, listens to students read, and participates in other forms of oral communication with students.
9. Check notebooks, correct papers, and supervises testing and make up work, as assigned by the teacher.
10. Participates in in-service training as assigned.
11. Performs other related duties as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal and assigned supervisor shall evaluate the Instructional Aide in accordance with Policy No. 4115/4116, this Job Description and such other criteria as shall be established by the Board of Education.

Approved: 5/27/2021