

JOB DESCRIPTION

1400.04
CLASSROOM AIDE

BOARD OF EDUCATION
FAIRFIELD, NJ

INSTRUCTIONAL SUPPORT
NON-CERTIFICATED

CLASSROOM AIDE (Including Kindergarten)

Qualifications:

1. High School Diploma
2. Minimum experience, as determined by the Board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: Building Principal

Supervises: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal, or other designated certified staff

Job Goal:

To promote the achievement of students' educational goals and learning objectives by providing supplemental services to assist the classroom teacher.

Performance Responsibilities

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. Helps students master equipment or instructional materials assigned by teacher.
4. Distributes and collects workbooks, papers, and other materials for instruction.
5. Guides independent study, enrichment work, and remedial work assigned by the teacher.
6. Assists with the supervision of students during emergency drills, assemblies, play periods, field trips and special areas.
7. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
8. Reads to students, listens to students read, and participates in other forms of oral communication with students.
9. Checks notebooks, corrects papers, and supervises testing and make-ups work, as assigned by teacher.

JOB DESCRIPTION

1400.04
CLASSROOM AIDE

BOARD OF EDUCATION
FAIRFIELD, NJ

INSTRUCTIONAL SUPPORT
NON-CERTIFICATED

10. Assists with classroom management.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training, as assigned.
14. Performs other related duties, as assigned.

Terms of Employment:

Salary and work year to be determined by the board of education.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of non-certified staff.

Reference:

N.J.S.A.: 18A:6-7.1, 18A:16-1 & 2,

N.J.A.C.: 6:3-4A-4, 6A:9-7

Immigration Reform and Control Act of 1986, 8 USCA, 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110

Update to include criminal history requirement and consolidation of #1417 Teacher Aide and #1418 Kindergarten Teacher Aide.

Adopted: October 21, 2008

Re-adopted January 10, 2013

Revision approved: 12/13/18