

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Teacher Assistant**  
**Position**

**REPORTS TO:** Building Principal and Classroom Teacher

**RESPONSIBILITIES:**

- 1) Assists the classroom teacher in the following areas:
  - a) Supervise learning centers
  - b) Actively participate in all classroom activities
  - c) Check and record student attendance
  - d) Performs clerical duties
  - e) Keep bulletin boards and other classroom learning displays up-to-date
- 2) Works with individual or small groups of students at the request of the teacher
- 3) Distributes and collects instructional material
- 4) Scores tests and corrects papers under the direction of the classroom teacher
- 5) Operates equipment used in the classroom for instructional purposes
- 6) Assist with supervision of students and general classroom control
- 7) Participates in in-service workshops and staff meetings
- 8) Work an 8-hour day, 40-hour week with starting and ending times established by the principal of the school to which you are assigned
- 9) Perform other duties that may be assigned by his/her administrator of record

**QUALIFICATIONS:**

- 1) Must have completed two (2) or more years of college (60 credits)
- 2) NJDOE Substitute Credential
- 3) Ability to work extended hours (as required)
- 4) Required criminal history background check and eligibility to work in the United States
- 5) All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 6) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this*

*class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

#### **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

**<https://www.applitrack.com/eosd/onlineapp/>**

#### **SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:** Ten-month work year

**SALARY RANGE:** Negotiated Bargaining Agreement between the EOBOE and the EOMA

***Approved by the East Orange Board of Education:      March 23, 2021***