

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Classified

POSITION: AIDE - CLASSROOM

DEPARTMENT: Special Services/Curriculum & Instruction

QUALIFICATIONS:

1. High School diploma/equivalent
2. Ability to relate well with parents and staff.
3. Skill in working closely with students.
4. Demonstrates potential for growth, creativity and flexibility.

REPORTS TO: Building Principal / Supervisor

OVERALL RESPONSIBILITY:

To work closely with students requiring assistance on a regular basis, under the direction and supervision of the certificated classroom teacher.

ESSENTIAL AREAS OF RESONSIBILITY:

Regular Classroom Assignment: (for all aides)

1. Adheres to all legal requirements for protection of student/parent rights and protects the confidentiality of all records and information as required.
2. Establishes and maintains, as fully as possible, a positive and supportive relationship with student(s) without fostering or encouraging intense emotional involvement or dependence.
3. Works with individual students or small groups of students to reinforce learning of materials and skills.
4. Functions under the general supervision of the classroom teacher and assists with supervision of students in a prompt and responsible manner to ensure a safe, nurturing, and healthful environment.
5. Assists children during snacks, encouraging children to serve themselves; and, if requested sanitizes tables.
6. Assists teacher and students in the use of instructional equipment and materials.
7. Directly supervises students as needed.
8. Participates in in-service and staff development programs and activities as required.
9. Assists children with toileting if necessary, following the district toileting procedures, and changing of clothes for preschool and primary-aged students, if necessary.
10. Assists the student(s) in such physical tasks as may be required.
11. Maintains close proximity to students both in the classroom and in

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- unstructured settings such as the hallways, lunchroom, etc.
12. Provides redirection to establish student attention to task and maintain on-task engagement in classroom activities.
 13. Focuses on supporting the student with social skill development, academic achievement and emotional/behavioral needs.
 14. Performs such other related duties as may be assigned.

Specialized Aide Assignment (Stipend) – Autistic/ ED/Health Impaired

(In addition to the above responsibilities) for aides working in highly structured behavioral and autistic settings or working with a student with extensive health or physical disabilities as determined by administration.

1. Is required to attend specialized training in Applied Behavioral Analysis, Crisis Intervention, occupational or physical training, etc.
2. Is required to work individually with students in the application of Positive Behavioral Supports, Applied Behavioral Analysis, or physical tasks, i.e., toileting, lifting, changing, etc.
3. Provides physical supports (lifting, prompting, etc.) as necessary.
4. Manages/maintains behavioral, instructional, health-care log data as necessary.
5. Implements alternative methods of communicating under direction of the teacher.
6. Implements Behavior Intervention Plans under direction of the teacher.

TERMS OF EMPLOYMENT:

6 hours and 30 minutes per day.

181 day contract

Salary and fringe benefits as per negotiated agreement between the Pemberton Township Board of Education and the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time as Pemberton Township School District. Further, this job description does not constitute a written employment contract.

EVALUATION:

Job performance shall be evaluated in accordance with the Board's policies and procedures.

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ADOPTED BY: Pemberton Township Board of Education

FIRST READING: November 29, 2001

REVISED: November 26, 2002

REVISED: September 25, 2003

REVISED: April 6, 2004

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