

WARREN TOWNSHIP SCHOOLS

Multi Duty Paraprofessional

Reports To:	Building Principal
Qualifications:	High School Diploma, 60 College Credits Preferred
Supervises:	NA
Basic Function:	Assists the Principal, Professional and Support Staff with those tasks which contribute to the effective functioning of the school.

PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:

- A. Working with the Principal, Professional, and Support Staff, paraprofessionals will:
1. Assist with office duties as directed by the Principal and/or Secretary.
 2. Assist with Library duties as directed.
 3. Assist with primary lunchroom duties as directed.
 4. Assist with playground duties as directed.
 5. Assist with primary bus duties as directed.
- B. Paraprofessionals will seek to promote a positive environment in the school with students, staff, parents and community at large through affirmative service oriented interactions
- C. Paraprofessionals will perform other related duties as may be assigned by the Supervisor for the efficient operation of the school to help the district increase effectiveness and reduce costs for the ultimate benefit of the educational program.

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.