



## WOODLYNNE SCHOOL DISTRICT

131 ELM AVENUE, WOODLYNNE, NJ 08107  
(856) 962-8822 Fax (856) 962-0191

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### **Title: Paraprofessional Job Description (Part Time)**

#### **Qualifications:**

- High School Diploma; minimum 60 undergraduate college credits or passing score on the NJ Paraprofessional test.
- Minimum experience as determined by the board
- Ability to communicate effectively with students, parents and school staff
- Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
- Required criminal history check and proof of U.S. citizenship or legal resident alien status
- Bilingual preferred, but not required

**Reports To:** Principal/Classroom Teacher

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

#### **Performance Responsibilities:**

1. Assists the classroom teacher in the delivery of effective educational programs.
2. Helps students with their clothing, snack-time routine, and toilet training.
3. Comforts students when necessary.
4. Models appropriate behaviors, interactions, and emotions
5. Works with individual students or small groups of students to reinforce learning of materials or skills introduced by the teacher.
6. Set up and clean up materials for snacks.
7. Monitor students during breakfast and lunch.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Help students master skills and developmental goals assigned by the teacher.
10. Helps the teacher to plan and maintain the classroom environment.

11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. 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.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.

**Reports to:** Chief School Administrator, Classroom Teacher

**Start Date:** November 1, 2021 **Contract Year:** 2021-2022

**To Apply:** Please submit a letter of interest, resume, and certificates via email to: Claudia Super [csuper@woodlynne.k12.nj.us](mailto:csuper@woodlynne.k12.nj.us)

**Deadline to Apply:** Until position is filled.

**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.