

PALMYRA SCHOOL DISTRICT

SUBSTITUTE PARAPROFESSIONALS

Substitute Paraprofessionals are needed to cover both full- and part-time paraprofessionals absences in Grades PreK – 12
(you can choose the school or schools you prefer to work in)

Paraprofessionals work with the classroom teacher to help provide a positive and inclusive learning environment.

QUALIFICATIONS

High School Diploma or GED

APPLICATION PROCEDURES

- Criminal History Background Check required
- Employment application: <https://www.palmyraschools.com/o/palmyra/page/employment-opportunities>
- Send completed application, along with any other documents for consideration to:
pholt@palmyra.k12.nj.us or
mail to Personnel Officer, 301 Delaware Avenue, Palmyra NJ 08065

QUESTIONS MAY BE DIRECTED TO

Pat Holt: pholt@palmyra.k12.nj.us

For specific information regarding position qualifications and responsibilities see the job description below

Every person holding an office, employment, or position in a school district shall have his or her principle residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

The Palmyra Board of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, color, and religion, national origin, ancestry, age, political affiliation, sex, armed forces liability, physical handicap, social or economic status. This employer is committed to section 504 of the Rehabilitation Act of 1973.

cc: Palmyra Education Association, Palmyra Administrative Association, Delaware Avenue School, Charles Street School, Palmyra Middle School, Palmyra High School, Buildings & Grounds

PALMYRA SCHOOL DISTRICT
TITLE: SUBSTITUTE PARAPROFESSIONAL

JOB DESCRIPTION G-3a

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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Principal/Classroom Teacher

SUPERVISES: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

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

Hourly position in accordance with current minimum wage.

Completion of Criminal History Background Check and District Employment Packet required