

PALMYRA SCHOOL DISTRICT

PART-TIME PARAPROFESSIONAL
Part-Time Permanent Position

QUALIFICATIONS

**High School Diploma; Associate degree or higher
with coursework in education or related field**

TERMS AND CONDITIONS

- 10 month part-time position (5 hours per day)
- Salary in accordance with the current collective bargaining agreement

Satisfactory completion of a criminal history background
check and district employment packet required.

APPLICATION PROCEDURES

- Employment application can be downloaded at:
<https://www.palmyraschools.com/o/palmyra/page/employment-opportunities>
- Send completed application, letter of interest and any other documents for
consideration (such as resume or references, etc) to: pholt@palmyra.k12.nj.us
or mail to: Personnel Officer, 301 Delaware Avenue, Palmyra NJ 08065

QUESTIONS MAY BE DIRECTED TO

Ms. Lianne Kane, Director of Student Services
lkane@palmyra.k12.nj.us

Deadline for Application: Until Filled

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: PARAPROFESSIONAL

JOB DESCRIPTION G-3

QUALIFICATIONS:

1. High school diploma; college-level coursework in education or related field*
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

** In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.*

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.

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 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: Work year and salary to be determined by the Board of Education in accordance with the negotiated agreement.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Palmyra Board of Education

Date: March 18, 1986

Revised: December 11, 2012

Revised: June 10, 2020

LEGAL REFERENCES:

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|---------------------------|---------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record |
| <u>N.J.S.A. 18A:16-1</u> | Officers and employees |
| <u>N.J.S.A. 18A:16-2</u> | Physical examinations; requirement |
| <u>N.J.A.C. 6A:32-4.2</u> | Approval of paraprofessional staff |
| <u>N.J.A.C. 6A:32-6</u> | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002