

Fairview Public Schools

Fairview, New Jersey

Job Description: CLASSROOM AIDE – SPECIAL EDUCATION

Reports to: Superintendent of Schools and Principal

Terms: Ten month position

A Teachers Aide shall work under the supervision of a teacher or any other designated certificated professional to assist in the supervision of students in the classroom, Special Subject venue, cafeteria or playground; he/she may also be assigned general clerical duties. Teacher aides may not be employed as substitute teachers, and are assigned at the discretion of the Superintendent.

Qualifications:

To qualify as a school aide, the candidate must be approved by the County Superintendent following the Board of Education recommendation on the following basis:

- A. Complete the fingerprint and criminal history process required by the NJ DOE.
- B. Pass a physical examination required of staff members.
- C. Be of good moral character.
- D. Have a sincere interest in working with children.
- E. Posses the ability to work cooperatively with teachers and administrators.
- F. Performs such other duties as assigned by the Superintendent of Schools or Principal.

Responsibilities:

- A. Assist the classroom teacher in maintaining a clean, safe environment.
- B. Accompany students during special subject instruction (Art, Music, Physical Education, etc.)
- C. Supervise and assist students during their lunch period.
- D. Perform light clerical duties such as copying and distributing materials to students.
- E. Assist the classroom teacher in decorating bulletin boards or displaying student work.
- F. Helping students organize materials necessary for instruction.
- G. Assist the classroom teacher in accommodating those students with special physical needs.
- H. Other non academic duties as assigned by the teacher.
- I. Be familiar with the special physical or academic needs of the students under your supervision.
- J. Be familiar with any special medical needs of the students under his/her supervision.

Approved by the Fairview Board of Education on:

August 25, 2015