

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

INSTRUCTIONAL SUPPORT STAFF

PARAPROFESSIONAL

GENERAL RESPONSIBILITIES: Assists students and school personnel in accordance with student IEP goals and directives of the Rumson-Fair Haven Regional School District.

QUALIFICATIONS:

1. High School Diploma
2. Associates or Bachelor's Degree Preferred

REPORTS TO: Supervisor of Special Services / Principal

SUPERVISES: Assigned Students based on the Needs of IEP

JOB GOAL: Assists Special Education Teacher in implementing student IEPs; Serves as Paraprofessional.

RESPONSIBILITIES:

1. Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work
2. Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher
3. Observe student behavior and learning, communicating observations regularly with the teacher.
4. Assist the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned
5. Assist the teacher and students with cleanup from activities
6. Assist students with the use of specialized equipment
7. Accompany and assist the teacher in supervision on approved instructional field trips
8. Arrange furniture and equipment for various learning activities and experiences

9. Maintain the orderly arrangement of materials and equipment within the classroom
10. Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
11. Help students with clothing, grooming, health habits, and bathroom activities as needed. Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work
12. Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher
13. Observe student behavior and learning, communicating observations regularly with the teacher
14. Assist the teacher with clerical work, record keeping, and preparation of instructional materials, preparation of displays and bulletin boards, and other non-instructional tasks as assigned
15. Assist the teacher and students with cleanup from activities
16. Assist students with the use of specialized equipment
17. Accompany and assist the teacher in supervision on approved instructional field trips
18. Arrange furniture and equipment for various learning activities and experiences
19. Maintain the orderly arrangement of materials and equipment within the classroom
20. Assist students with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school
21. Help students with clothing, grooming, health habits, and bathroom activities as needed.

TERMS OF EMPLOYMENT: Daily rate subject to negotiations between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with state law, NJDOE regulations, and the provisions of the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022