

**SOUTH BERGEN JOINTURE COMMISSION**  
**JOB DESCRIPTION**

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**TITLE:** **PARAPROFESSIONAL - JOB COACH**

- QUALIFICATIONS:**
1. Hold a Bachelor's Degree from an approved college or university.  
OR
  2. Hold an Associate of Arts degree or 60 credits from an approved college.  
OR
  3. Pass ParaPro Assessment
  4. Recommended that all paraprofessionals obtain a substitute certificate, if they do not hold a teaching CE or CEAS.
  5. CDL Preferred
  6. Experience working with students with learning and behavioral needs
  7. The ability to perform necessary work and related tasks. The individual should be a mature, versatile and resourceful adult and should have a personality, manner and appearance that will generate respect from students. In addition, a paraprofessional should exhibit good judgment and use common sense.
  8. The individual should possess the abilities and desire to work with and understand children with learning and behavioral challenges and have had some prior experience working with young people.
  9. The individual is required to meet the same health requirements as applied to other school employees.
  10. Work Environment: must be able to work with him various degrees of noise, temperature and air quality. Requires both inside and outside assignments. Interruptions of work are routine. Flexibility and Patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.
  11. Physical Requirements: Sitting, standing, lifting and carrying, (up to 50 lbs), reaching, squatting, climbing stairs, kneeling, and moving light furniture is likely required.
  12. Safety and Health Requirements: bloodborne pathogens standard training
  13. Equipment / Material: Must know how to or be willing to learn how to operate all multimedia equipment and other light mechanical equipment and materials to demonstrate how to do a job do a student. Been doing some Consulting Villa District Bergen.
  14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Teacher, Principal, and Supervisor of Paraprofessionals.

**JOB DESCRIPTION:**  
**PARAPROFESSIONAL** (continued)

**JOB GOAL:** Under the direction of the professional staff, paraprofessionals assume the following types of duties: working with children who need individual help or small group instruction, duplicating instructional materials, helping to keep classroom neat and orderly, helping with craft and play activities, playing games with groups, assisting with visual aid materials and equipment, supervising of bus loading and unloading, reading stories to individual children or groups, listening to children's recitations, assisting with field trips, taking children to mainstream settings and/or special area classes, changing diapers, toilet training, taking children to the bathroom, helping in maintaining accurate records, recording data on behaviors, implementing behavior plans, physically restraining student when necessary, preparing assistive technology equipment, attending workshops, professional days and faculty meetings if requested; and in general, participating in all instructional and non-instructional activities assigned by the professional staff. To better help the paraprofessionals in performing their duties, the Supervisor of Nursing and Paraprofessionals, the principal and teacher will provide appropriate orientation and direction throughout the year.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares for classroom activities under the direct supervision of a principal, teacher, or other designated certified professional staff member, assists in the supervision and instruction of pupils by performing duties such as:
2. General School Functions: assists with playground supervision, bus loading, and monitoring lunchrooms, and assisting in other building and student related activities
3. Classroom/Office: assists the teacher with housekeeping duties, collection and preparation of instructional materials and records, supervision of pupil activities, and other duties assigned by the teacher, principal or other supervisors.
4. Carries to completion in a timely manner, instructional and supportive activities as assigned by the supervising teacher. In addition to implementing instructional/academic activities.
5. Assists with non-instructional classroom duties such as lifting, feeding, toileting and clothing routines.
6. Performs clerical duties related to classroom, school, and building activities.
7. Assists with updating of bulletin boards and other classroom learning displays, under the teacher's supervision.
8. Aids the teacher in the operations and care of equipment used in the classroom for instructional purposes.
9. Assists in taking inventories and general material distribution as assigned.
10. Assists with the control of students during lunch periods, play periods, field trips, loading and unloading buses, community-based instruction activities and other similar general student supervisory roles.

**JOB DESCRIPTION:**  
**PARAPROFESSIONAL** (continued)

11. Participate in in-service training programs for continued professional growth to fully support educational programming.
12. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on an understanding of individual students, their needs, interests, and abilities.
13. Serves as chief source of information and help to any substitute teacher assigned in the absence of the regular certified staff.
14. Alerts the certified staff to any problems or special information about an individual student.
15. Demonstrates effective organizational skills, time management, independence with assigned tasks, and flexibility in order to meet staff and students' needs.
16. Provides class supervision while the teacher is working one-on-one with students experiencing behavioral and emotional issues.
17. Implements Behavior Intervention Plans and strategies to address challenging behavior with students in collaboration with Behaviorists.
18. Participates in training for crisis situations and implements intervention strategies accordingly when necessary.
19. Must be able to interact with employees and parents/guardians in routine situations which require tact, discretion, and courtesy.
20. Assists in the collection of data on the student's educational and behavioral programs.
21. If a paraprofessional is getting extra remuneration for possessing a NJ Substitute Certificate, then that paraprofessional must be willing to substitute as needed with no additional compensation as their salary is reflective of extra responsibilities. If a paraprofessional is used for twenty (20) or more consecutive days in one position, they are entitled to a per diem rate of Teachers salary guide Bachelor's Step 1. The only people eligible for long-term substitute salary are substitutes that possess a valid NJ teaching certificate of eligibility.
22. Assists in the symptom screening process via thermometer check or kiosk management.
23. Provides supervision and monitoring of students in designated isolation areas until parent arrival or other arrangements are indicated.
24. Paraprofessionals will be placed based on building and district needs. Paraprofessionals may have to move based on the overall needs of the district.

**Job Coach:**

1. Works with individual students or small groups to fill out job applications, interfaces with business managers for interviews, learning specific job duties, scheduling and job performance.
2. Helps supervise students throughout the school day, inside and outside the classroom.
3. Assists students in job training, employment and community-based instructional sites.

**JOB DESCRIPTION:  
PARAPROFESSIONAL** (continued)

4. Analyze the job to be performed, implements systematic instruction and data collection procedures at the work site, and remains on site with the worker.
5. Works cooperatively with job site personnel.
6. Contributes towards a positive and professional learning environment on the job site.
7. Assumes such other duties as assigned by the teacher or building Principal.

**TERMS OF  
EMPLOYMENT:** Hourly  
Work year to be established by the Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Paraprofessional Personnel.

**ADOPTED BY THE BOARD OF EDUCATION:**



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**Michael Kuchar, Ph.D.**  
Superintendent