



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **EXTENDED SCHOOL YEAR PROGRAM**

### **INSTRUCTIONAL AIDE**

#### **QUALIFICATIONS:**

1. Possesses valid New Jersey teaching certificate, certification as Teacher of the Handicapped, or Certificate of Eligibility with Advanced Standing (Preferred).
2. Holds Bachelor's Degree (Preferred).
3. Possesses valid County Substitute Certificate (Required).
4. Demonstrates skill in both written and oral communications and human relations.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services or designated administrator

**JOB GOAL:** To assist the Extended School Year Program teacher by working with individual disabled students to provide them with physical assistance, safety and emotional support as needed to gain optimum benefit from their placement in the Extended School Year Program environment.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Setting
  - a. Assists the Extended School Year Program teacher in the delivery of an effective instructional program.
  - b. Works with individual students or small groups of students to reinforce the learning of information or skills initially introduced by the Extended School Year Program teacher.
  - c. Operates and cares for equipment used in the classroom for instructional purposes.
  - d. Helps students master equipment or instructional materials assigned by the Extended School Year Program teacher.
  - e. Instructs students in the use of self-paced or automatic programs and monitors student progress in such programs.
  - f. Carries out, under the supervision of the Extended School Year Program teacher, student programs which involve drill, timing, the use of instructional games, technology, and other appropriate techniques and materials.
  - g. Assists the Extended School Year Program teacher in providing individualized instruction to each disabled student in order to meet the objectives contained in each

child's IEP in the following areas: reading, computation, visual/auditory perception, language development, psycho-motor training, etc.

- h. Performs routine clerical tasks as assigned.
- i. Prepares, compiles, and makes copies of instructional materials as per Extended School Year Program teacher directive.
- j. Accompanies Extended School Year Program teacher and students on class trips.
- k. Assists special area teachers with the instructional program as needed.

## 2. Student Management

- a. Supports the Extended School Year Program teacher in maintaining a classroom environment that is conducive to learning and appropriate to the needs and interests of the students.
- b. Maintains student conduct in situations assigned by the principal in accordance with the contractual agreement.
- c. Provides instructional assistance to students in proper toilet training and assists in bathroom needs, as appropriate.
- d. Contributes to management and modification of students' behavior within and outside the classroom.
- e. Helps maintain order and discipline and assists in managing the behavior of students, including but not limited to crisis intervention.
- f. Participates in restraining disruptive or dangerous physical behavior as requested and assigned.
- g. Provides assistance to students with physical disabilities which may involve transferring to and from wheelchairs to floor, table, or therapy devices.

## 3. School/Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Maintains confidentiality about students in accordance with state and federal law as well as district policy.

## 4. Other Assigned Duties

- a. Performs all other tasks and assumes such other duties the Director of Special Services or designated administrator may assign.

**TERMS OF EMPLOYMENT:** Hourly basis as needed during the summer months. Salary established by the Holmdel Township Board of Education.

**EVALUATION:** Performance of this job will be informally evaluated in writing.

**SOURCE:** Regular Board Meeting

**DATE:** May 27, 2009