



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Special Education Educational Assistant

QUALIFICATIONS:

- A. A high School Diploma.
- B. 60 college credits.
- C. Successful clearance of criminal background check
- D. Ability to relate to children and adults.
- E. Ability to follow through with directions and tasks.

PRIMARY FUNCTION: To work with individual and/or small groups of students under the supervision of a certified general education and/or special education teacher or therapist in the supervision and instruction of students with special needs; assisting students by modeling the necessary skills to complete assignments; follow educational and specific behavior plans; reinforce skills with individual and small groups of students; model appropriate behaviors and interactions with students and staff and assisting students by providing for health care and physical needs.

REPORTS TO: The building principal or administrative designee and/or the Director of Special Education

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Under the supervision of certified staff, implements instructional programs, lessons and/or activities for the purpose of reinforcing skills and concepts.
- B. Communicates with teachers and other certified personnel for the purpose of assisting in evaluating progress and/or implementing IEP goals and objectives.
- C. Monitors individual and/or groups of children in a variety of settings (e.g. rest rooms, playgrounds, hallways, bus loading zones, assemblies, field trips, cafeterias etc.) for the purpose of maintaining a safe and positive learning environment.
- D. Documents daily activities (behavior, assignments, on/off task times, etc.) for the purpose of completing daily and/or communication logs



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- E. Models conversation, manners, classroom responsibilities, listening and everyday interactions for the purpose of demonstrating appropriate social behavior
- F. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or taking direction from appropriate personnel under such circumstances.
- G. Assists in the supervision of students in cafeteria, auditorium and on the playground.
- H. Perform such other duties as determined by the building principal.

TERMS OF EMPLOYMENT: Work and hours per job assignment and negotiated

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy.

BENEFITS: Per negotiated agreement

BOE Approval Date: 9/22/2016

BOE Review Date: