

East Newark Board of Education
501 N. Third Street, East Newark, N.J. 07029
973-481-6800

Title: Para-Professional

Qualifications: *(Non-Title I)*

- High School Diploma
- Spanish Speaking (preferred)
- Substitute Certification (preferred)

(Title I – In addition to the above, complete one of the following)

- Completion of two years of study at an institution of higher learning
- An associate's degree, or higher
- Pass the ETS Para-Pro Assessment (score 456 or higher)

Key Competencies:

- Patience
- Organization and planning
- Flexibility
- Teamwork

Reports to: Supervisor of Curriculum & Instruction

Job Goal: To assist in providing supervision of students so that the learning and safety are enhanced.

Performance Responsibilities:

- Provide one-on-one or small group instruction
- Assist with classroom management
- Provide assistance during technology instruction
- Serve as a translator (if bilingual)
- Provide instructional support to students under the direct supervision of a teacher
- Provide clerical support, as needed
- Bus aide
- Lunch / Recess supervision
- Any other duties or responsibilities as assigned by the Supervisor of Curriculum and Instruction.