

# **ABSECON PUBLIC SCHOOLS**

## Job Description

**TITLE:** **AIDE - Preschool**

### **QUALIFICATIONS:**

- ✓ Sixty [60] college credits
- ✓ Ability to communicate effectively with students, parents/guardians and school staff
- ✓ Knowledge of child growth and development and appropriate classroom practices
- ✓ Knowledge of Applied Behavioral Analysis (ABA); preferred
- ✓ Working knowledge of Individual Educational Plans [IEP]; preferred
- ✓ Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.

**REPORTS TO:** Principal/classroom teacher

**JOB GOAL:** To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher

### **PERFORMANCE RESPONSIBILITIES:**

- ✓ Assists the classroom teacher in the delivery of an effective instructional program for specific student assigned.
- ✓ Works with student(s) to reinforce learning of materials or skills introduced by the teacher as well as behavioral strategies.
- ✓ Helps student keep master instructional materials assigned by the teacher.
- ✓ Distributes and collects workbooks, papers, and other materials for instruction
- ✓ Guides independent study, enrichment work, and remedial work assigned by the teacher.
- ✓ Assists the teacher with the supervision of assigned student during emergency drills, assemblies, play periods, recess, lunchroom, and field trips.
- ✓ Helps student with their clothing, snack time routine, and toileting activities, if deemed appropriate.
- ✓ Participates in in-service training as assigned.
- ✓ Knowledge of child behavior or ABA trained preferred.
- ✓ Performs other duties as assigned.

### **TERMS OF EMPLOYMENT:**

- ✓ Employed as a one-to-one aide during time student is enrolled in the Absecon Schools for the 2018-2019 school year.

### **EVALUATION:**

- ✓ Performance of this job will be evaluated annually in accordance with State law and the provisions of the Board's policy.