

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Instructional Aide

**Reports To:** Director of Educational Programs & Student Support Services

**Contract Terms:** BTEA; 10 Month Contract

**Qualifications:**

- High School Diploma or equivalent
- Previous experience in working with students with disabilities is highly desirable.

**Skills:**

- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to work collaboratively with colleagues

**Job Goal:** To assist the classroom teacher to provide for the physical and instructional needs of students with disabilities in educational settings as per indicated in the IEP. Assist in the implementation of classroom programs, including self-help, behavior management and instruction programs. Work under the general supervision of the Director of Educational Programs & Student Support Services, Supervisor of Student Support Services or building principal and the immediate direction of the certified teacher. Flexibility to transfer to other classrooms/buildings within the District that may need aide assistance throughout the year is expected.

**Performance Responsibilities:**

Student Management:

- Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by the teacher
- Assist student(s) with technology use
- Help teacher keep administrative records or prepare required reports related to students
- Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting or positioning
- Help accompany and supervise students throughout the school day, inside and outside the classroom; this includes entering and leaving the building, movement through the hallways, to different classes/classrooms, lunchroom, bus (when needed) and recess duty

- Help manage behaviors of students, including intervening in crisis situations and restraining disruptive or dangerous student behavior as needed
- Assume responsibility for learning and adapting to each student's special medical, physical, communicative and emotional needs
- Assist students with physical needs and personal care, including feeding, bathroom use and personal hygiene
- Keep teacher informed of special needs or problems of individual students

#### Organizing:

- Supervise/assist with recording homework in assignment pad
- Supervise/assist with organization of necessary materials in-backpack at end of day
- Clarify/reword directions given by teacher
- Assist student(s) with cleaning out/organizing notebooks, backpacks, desks, lockers
- Assist with organizing work; i.e., use of spacing, margins, headings
- Assist with understanding schedule and obtaining necessary materials for class
- Help student(s) organize work space/materials under teacher direction/supervision, break long assignment into smaller, manageable increments
- Assist student(s) with developing "things to do lists" (writing down/crossing out accomplishments)
- Assist student(s) with transitions
- Organize notifications to parents regarding school activities

#### Classwork:

- Work through a few examples on worksheets to assure student understands assignments
- Assist with the administration of tests which have been modified by the teacher
- Help student(s) review for tests or reinforce skills as directed by the teacher
- Help student(s) complete assignments as directed by the teacher
- Assist student(s) in obtaining necessary library books/materials for research projects
- Review study guides with student(s)
- Conduct parallel activities which have been developed by the teacher
- Keep student(s) on task by sitting in close proximity
- Provide cues, prompts, reminders during assignments

#### Special Education Classrooms:

- Assist teacher with planning, carrying out and terminating daily activities
- Help model appropriate peer interaction

- Provide assistance to students as determined by the special education teacher

Other:

- Maintain confidentiality
- Participate in staff development training programs, meetings and special events as assigned
- Perform other assigned duties as identified by the Director of Educational Programs & Student Support Services, Supervisor of Student Support Services or building principal

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Evaluation**

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

**Board of Education Approved:** June 13, 2013

**Board of Education Approved Revision:** June 22, 2023