

Caldwell – West Caldwell Public Schools

Job Description

Title: **Classroom Aide**

QUALIFICATIONS:

1. College degree
2. Other qualifications as may be specified

REPORTS TO: Building Principal

RESPONSIBILITIES:

Under the direct supervision of a certified teacher, the Classroom Aide will:

1. Work with individual students with special needs
2. Work with small groups of students as assigned
3. Distribute and collect instructional materials
4. Guide independent study, enrichment, and remedial work assigned by the teacher
5. Help students with their clothing
6. Assist with lunch, snacks, and cleaning routines
7. Assist with wash-up and toilet routines
8. Alert the classroom teacher to any problem or special information about students
9. Complete clerical duties as assigned by the teacher
10. Perform other appropriate duties as assigned by the Director of Special Education or Principal