

**Bergen Center for Child Development / 140 Park St. Haworth,
NJ 07641**

**NJ Approved Private School for Students with
Disabilities**

- **Serving students ages 5-21 (Student enrollment 42 students)**
- **PARA-PROFESSIONAL 1:1 (Full time)**
 - 184 days per school year / 10 months
 - 35 hours per week
 - 7 hours per day (7:45am - 2:45pm)
 - Competitive salary based on experienced
 - Full time employees are eligible for coverage under the health benefit program provided for its employees by the BERGEN CENTER FOR CHILD DEVELOPMENT, INC.
 - Summer employment available - additional compensation
 - ABA training preferred / not required

JOB DESCRIPTION:

Each Paraprofessional is under the direct supervision of certified teacher of the handicapped and administrative personnel. At no time is a Paraprofessional to be responsible for playground supervision, bus loading or monitoring of lunchroom without certified personnel in attendance.

- To assist the classroom teachers within the classroom in providing appropriate classroom instruction, performance of household duties, collection and preparation of instructional materials and to assist teacher with the individual programming for each student in the classroom
- All rules and regulations as denoted in Administrative Policy Procedures Manual are to be observed
- Ongoing and specific training procedures are scheduled throughout the year
- To assist the teacher in completion of progress reports by providing data and comments to ascertain performance of each child
- Record baseline data, anecdotal records and other pertinent information as indicated by classroom teacher
- To be informed of information and materials in order to facilitate a more comprehensive understanding of each student uniqueness in learning styles
- Participate in weekly staff meetings with classroom teacher

- Maintain and utilize behavior schedules as outlined by teacher for direct teaching format and errorless learning techniques
- Maintain high levels of verbal, written, physical or contractual reinforcements
- Keep self informed of new equipment and materials for selective use in classroom
- Increase professional growth by attending conferences pertaining to instructional materials, classroom managerial techniques, mediation techniques for the handicapped, First Aid and CPR training and workshops in managing aggressive behavior and therapy techniques
- Hold in confidence all matters pertaining to confidential information on students and to abide by rules and regulations as contained in Policy Procedures Manual
- Any duties directed by administration
- Bus duty under supervision of certified staff
- To assist in career exploration program that may involve travel
- To supervise students in career exploration activities within school building and community at large

- QUALIFICATIONS:
 - Must have a minimum of 60 College Credits
 - Criminal Background Check - Clearance
 - Drug Screening - Clearance

- PROCEDURES: Please e-mail Cover Letter, Resume & Certifications to the email provided.
- Job Type: Full-time