

MONMOUTH REGIONAL HIGH SCHOOL

TITLE PERSONAL AIDE

Reports to: Assistant Principal

Nature and Scope of the Job:

The personal Aide assists the student one on one in the classroom with all instructional materials and helps the student with needs outside of the classroom but related to achieving needed skills and requirements for succeeding in school.

Qualifications:

The Personal Aide shall:

1. Have a minimum of sixty (60) Undergraduate college credits.
2. Have ability to relate to and work with disabled children.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Employment Terms:

The Personal Aide shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Job Functions and Responsibilities:

Under the direct supervision of the teacher, the Personal Aide shall:

1. Assist the student one on one with all instructional and non-instructional tasks as assigned by the teacher.
2. Assist the student one on one with the preparation of all materials and books.
3. Assist the teacher in related clerical work.
4. Operate and care for equipment for the disabled.
5. Assist the teacher in the supervision of children who have a physical disability.
6. Use computers and/or electronic equipment to fulfill job functions.

