

Paraprofessional (One to One Aide) Full-Time

Archway Programs is seeking a Full Time Paraprofessional (One to One Aide) for our Upper School. This Aide generally functions under the supervision of the Principal and serves as an individual students' aide. This Aide provides appropriate and consistent services to this student, helping to implement suggested educational activities.

Paraprofessionals (One to One Aide) support tutoring and the fostering of a climate for emotional/social/cognitive development is mandatory.

Responsibilities include:

- To be patient and respectful towards students and staff.
- Has input with parent conferences
- Supervises lunchroom/recess activities
- Assists in physical education/swimming program
- Must be prepared to physically enter the swimming pool with assigned child
- Performs clerical/classroom duties for teacher
- Maintains accurate attendance/point system/lunch count records
- Cleans/decorates classroom
- Assists teacher in monitoring students' work/study/behavioral performance.
- Transports student on/off bus
- Attends yearly Primary Restraint Technique (PRT) training.
- Supervises student in restrooms
- Attends orientation/behavioral management/classroom management/professional improvement in-services.
- Participates in PIP for improved job performance
- Works closely with classroom teachers
- Participates in faculty meetings
- Responsible for any miscellaneous duties as assigned.

Requirements:

- Must have a high school diploma or GED
- Associates degree preferred or 60 college credits

Contact Information:

If interested please contact Doug Otto 856/767.5757 x214 or e-mail resume to Dougotto@archwayprograms.org

We are proud to be an Equal Employment Opportunity Employer M/F/D/V