Job Title: Instructional Paraprofessional (Serving Ages 6-21)

Reports to: Principal or other appropriately certified supervisors as designated by the Executive Director

Duration: 10 Months

The Company

Newgrange School of Princeton, Inc. is a nonprofit educational institution with over 40 years of experience providing learning opportunities to students with related learning differences. The Laurel School of Princeton, the Newgrange School and the Ann Robinowitz Education Center are all parts of The Newgrange School of Princeton, Inc., a registered 501(c)(3) tax-exempt organization.

Newgrange School – Newgrange is dedicated to improving educational outcomes for individuals with learning disabilities and to empower them to become accomplished and dynamic members of society.

The Laurel School of Princeton – The Laurel School of Princeton is an independent co-educational day school for grades 2 through 12 specializing in educating students language-based learning differences.

Ann Robinowitz Education Center – Our internationally recognized team of experts in the area of learning disabilities, including dyslexia, offers the highest quality professional development, educational evaluations, screenings, consultations and tutoring for students and professionals.

Job Overview/Summary

The Instructional Paraprofessional will learn to establish instructional objectives for each student and assist teachers with developing and implementing lesson plans and providing a positive environment to foster student growth and achievement.

Essential Duties and Responsibilities

- Assist in individualizing instruction to meet the specific needs of each student in the class, or the assigned student in the case of an Extraordinary Aid.
- Supports the teacher’s implementation of effective lessons that demonstrate knowledge of subject matter.
- Provides classroom continuity and routines when a substitute teacher is standing in for the regular instructor, as guided by the substitute teacher.
- Incorporates varied and appropriate instructional materials for the class.
- Efficiently utilizing instructional time and helping students to achieve academic success.
- Incorporate a variety of appropriate instructional material for the class.
- Effectively utilize instructional time and assist students in achieving academic success.
- Provide a nurturing learning environment by providing student with frequent, positive feedback.
- Assists in the enforcement of school policies and safety regulations.
- Maintain Individual Educational Plans (IEP) standards for all students.
• Assist teachers in enforcing Classroom Management and Disciplinary Plan for each classroom.
• Any other job-related duties assigned by the supervisor.

Knowledge, Skills & Abilities (KSA’s)

• Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
• The ability to effectively communicate with coworkers, students and parents.
• Excellent written and verbal communication skills.
• Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
• Ability to relate to students.
• Strong interpersonal and communication skills.
• Ability to maintain an optimal learning environment.
• Ability to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
• Ability to work independently and in a strong collaborative environment.
• Ability to lead group activities and lessons.
• Knowledge of effective teaching methods and developmentally appropriate classroom activities.
• Ability to multi-task and prioritize duties.
• Ability to solve practical problems, take initiative, and deal with a variety of variables.

Education, Experience & Certifications

• High School Diploma (minimum)
• Preferred experience working with children with learning differences.

Minimum Qualification Requirements

• To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily and have the KSA’s listed above.
• Must be able to successfully pass a background screening.
• Must have a valid driver’s license.
• Must be able to provide professional references.

Physical Requirements

• Frequent use of computers
• Limited bending, squatting, stooping and kneeling
• Occasional walking and standing
• Limited carrying and lifting

Environmental Conditions
• Fast-paced classroom environment
• All school events (i.e. field trips, parent-teacher conference)

Benefits
• Health Insurance: Medical, Dental, Vision
• Group Life Insurance & Accidental Death and Dismemberment (AD&D)
• Short-term Disability
• Long-term Disability
• Retirement Plan – 403(b) with Company Matching
• Tuition Reimbursement for Continuing Education
• New Jersey Paid Leave Act
• NJ Sick/PTO
• Paid Holidays, Sick, Vacation Days
• Commuter fringe benefit

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Newgrange is committed to the policy of opportunity in employment. It is our policy to recruit and employ qualified persons on the basis of merit without regard to race, color, religion, national origin, sex, age, ancestry, marital status, sexual orientation, disability, veteran or draft status, or any other protected class as set forth under applicable state and federal civil rights laws. Employment decisions will be based on the individual's qualifications to perform the job. This policy of nondiscrimination applies to employment, training, compensation, promotion, transfer, social and recreational programs, and all other conditions of employment. If you have any questions regarding our Equal Opportunity Policy, or if you believe you have in any way been discriminated against, please contact your supervisor immediately. If you cannot discuss the matter with your supervisor, contact the CEO and Heads of Schools.