

# North Haledon Public Schools

201 Squaw Brook Road • North Haledon, NJ 07508 • (973) 427-8993 (Phone) • (973) 423-1514 (Fax)

*Nicholas S. Coffaro*  
Superintendent of Schools

*Debra Andreniuk*  
Business Administrator/Board Secretary

## **POSTING**

### **INSTRUCTIONAL AIDE**

#### **Full-time (PreK-Gr. 4)**

#### **2023-2024**

#### **QUALIFICATIONS:**

1. High School diploma; college level course work (at least 60 credits in education or related field).
2. Early Childhood experience.
3. Understanding of the diverse educational needs of children and appropriate classroom practices.
4. Ability to assist with instructional activities and to communicate effectively with students, staff, administration, and parents.
5. Demonstration of interpersonal skills necessary to relate well with students, staff, administration, and parents.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status and New Jersey residency.

#### **Responsibilities shall include, but not limited to the following:**

1. Assists classroom teacher by assembling and reviewing information about the students' performance on classroom work which would assist the classroom teacher in the development of appropriate learning and behavioral plans.
2. Assists in the instructional programming for students under the supervision and direction of the classroom teacher.
3. Under the supervision of the classroom teacher, helps to develop purposeful and appropriate lesson plans for assigned students that provide for effective teaching strategies and time on task.
4. Assists students in special education and general education classes in the preparation of materials for class, classroom activities, assignments, and location of supplementary materials within the classroom, school library or other resource areas.
5. Provides individual and/or group reinforcement of primary instruction under the direction of the classroom teacher.
6. Implements use of assistive technology devices as appropriate under the direction of the classroom teacher.
7. Reinforces the classroom teacher's instructional methods and goals.
8. Reinforces the classroom teacher's expectations for each child.
9. Copies and distributes the classroom teacher's materials for instruction.

10. Utilizes effective oral and written expression.
11. Assists the classroom teacher in identifying and recognizing individual students' learning challenges and makes referrals as appropriate in collaboration with the classroom teacher.
12. Protects confidentiality of records and information gained in the exercise of instructional duties under the direction of the classroom teacher and utilizes discretion in sharing such information as permitted by law.
13. Communicates with parent in collaboration with the classroom teacher.
14. Performs other duties as directed by the Director of Special Services and Assessment.

Please send (email preferred) letter of interest and resume to:

**Mr. Nicholas S. Coffaro**  
**School Superintendent**  
**North Haledon Public Schools**  
**515 High Mountain Road**  
**North Haledon, NJ 07508**  
**[ncoffaro@nhschools.net](mailto:ncoffaro@nhschools.net)**

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