



## EMOTIONAL SUPPORT ASSISTANT (ESA)

### Qualifications:

1. 60 or more college credits required and/or minimum of 5 years of experience working with special education students
2. Bachelor's Degree and New Jersey County Substitute Teacher Certification preferred
3. Successful experience with children
4. Ability to communicate effectively with students, parents, and staff
5. Knowledge of child growth and development and effective classroom practices
6. Knowledge of diverse needs of children and effective classroom practices
7. Trained and certified in a crisis intervention program
8. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable

**Reports to:** Certified Classroom Teacher, Building Principal, and Child Study Team Supervisor

**Job Goal:** To assist the special education teacher(s) and the general education teacher(s) with individual and small groups of students in order to provide them with the physical help and emotional and educational support needed to obtain maximum benefits from the special class program.

### Duties and Responsibilities:

1. Assist the Emotional Support and general education teacher(s) in the delivery of an effective instructional program
2. Assist the Emotional Support and general education teacher(s) with the implementation of the classroom behavior management/modification program
3. Provide breaks/earned time to students as appropriate and directed by the classroom teacher(s).
4. Consult with the Child Study Team case manager, behavior consultants, and any other professionals involved with the Emotional Support program
5. Assist with instruction and work with small groups of students under the direction of the classroom teacher to reinforce material initially introduced by the teacher(s)
6. Guide independent study, enrichment work, and remedial work assigned by the teacher(s)
7. Assist pupils with various projects, crafts, and curriculum tasks
8. Read to students, listen to students, and participate in other forms of oral communication with the teacher(s)
9. Distribute and collect workbooks, paper, and other materials for instruction
10. Check notebooks, correct papers, and supervise testing and make-up work and make evaluation recommendations as assigned by the teacher(s)
11. Assist in taking care of the physical needs of the pupils which may include putting on and taking off of outerwear, moving from room to room, and using the lavatory
12. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips
13. Help the teacher(s) plan and maintain bulletin boards and other classroom learning displays and materials

14. Complete clerical duties as assigned by the classroom teacher
15. Perform other appropriate duties as assigned by the classroom teacher(s), building principal, or Child Study Team Supervisor directly related to a good learning experience for pupils
16. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Approved: June 11, 2019**