

# PLEASE POST

ESSEX COUNTY SCHOOLS OF TECHNOLOGY  
BOARD OF EDUCATION  
LEROY F. SMITH, JR. PUBLIC SAFETY BUILDING  
60 NELSON PLACE, 1 NORTH – NEWARK, NEW JERSEY 07102

**2019-2020 SCHOOL YEAR**

**SPECIFICATIONS FOR POSITION OF:**

**SPECIAL EDUCATION INSTRUCTIONAL AIDE**

District seeks a Special Education Instructional Aide for the 2017/2018 academic year. Interested applicants should submit a letter of interest and resume to [jobs@essextech.org](mailto:jobs@essextech.org) (specify position sought) **no later than November 30, 2019.**

## **QUALIFICATIONS**

1. Bachelor's degree preferred but must have completed two years of study at an institution of higher learning (48 earned credits), or; an Associate's or higher degree, or; formal assessment meeting the rigorous standard of quality to demonstrate knowledge of and ability to assist in reading, writing and mathematics instruction or readiness.
2. Successful experience working with children.
3. Knowledge of child growth and development and appropriate classroom practices.
4. Good oral and written communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Must reside in the State of New Jersey unless exempted under law.

## **JOB GOAL**

To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

## **TERMS OF EMPLOYMENT**

\$25,932.00 - \$34,700.00

This is for full-time day during 10 months of the year and follows the teacher work year calendar. Position is governed by collective bargaining agreement by and between the Board of Education and the Essex County Vocational Education Association Secretaries, Systems Network Administrators and Paraprofessional Association.

## **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

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The Essex County Vocational and Technical High Schools are public schools supported by County, State and Federal Funds. There are five such programs operated by the Board of Education for the Vocational Schools in the County of Essex. These include four high schools and one adult center. In addition to salary, the Board of Education offers fringe benefits to all employees. These benefits include Medical, Horizon BlueCross/Blue Shield Dental Plan and Maxor Plus Prescription Plan. The Board also maintains a \$4,000 Group Life Insurance Policy for each employee.

**THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**