

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

2020/2021 SCHOOL YEAR

SPECIFICATIONS FOR POSITION OF:

BILINGUAL INSTRUCTIONAL AIDE

District seeks a Bilingual Instructional Aide for the 2019-20 academic year. Interested applicants should submit a letter of interest and resume to jobs@essextech.org (specify position sought) **no later than August 21, 2020.**

QUALIFICATIONS

1. Completion of 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. Fluency in English and Spanish preferred.
3. Successful experience working with children.
4. Knowledge of child growth and development and appropriate classroom practices.
5. Good oral and written communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Must be resident of New Jersey or attain residency within one year unless exempted under the 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

\$26,000.00 - \$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.

The Essex County Schools of Technology 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 maintenance of hospitalization insurance including Medical, 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**