

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

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TO: Pat Ditri  
FROM: Jason Killian *JK*  
RE: Board Agenda  
DATE: 07-10-13

The committee recommends and I so move that the board approve the establishment of a Learning/Language Disabilities, mild/moderate program at Central-Five School effective September 2013 in accordance with the information in the hands of each board member.

Central 5 School  
(LLD Self Contained)

1) The students' IEPs will be reflective of the program placements. Their goals and objectives will be addressed in a less restrictive environment with proper supports and related services by providing a Learning and/or Learning Disabilities program at Central 5 School. Therefore, there are no unmet student needs.

2)

- a. The class will have a maximum of sixteen classified students. The age range is 9-11 years old.
- b. The Core Curriculum Content Standards (Common Core Standards) are addressed through instruction with the district adopted curriculum.
- c. Establishment of this class allows students to remain in programs that are least restrictive in district.
- d. This class, per students' IEPs, will provide the opportunity for students to interact with non-disabled peers because there are general education students in the building.
- e. One certified special education teacher is needed per class. A classroom aide is required with a class of 11-16 students.

**PARA PROFESSIONAL****QUALIFICATION:**

1. High School diploma required.
2. Para Professional Assessment certification or 60 College credits 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 US citizenship or legal resident alien status

**REPORTS TO:**

Principal/Classroom Teacher

**SUPERVISES:**

Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

**JOB GOAL:**

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

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps student's master equipment or instructional materials assigned by the teacher.
5. Distributes and collects workbook, papers, and other materials for instruction.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Read to students, listens to students read, and participates in other forms of oral communication with students.

10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of material, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.