

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Applied Behavior Analyst Aide (ABA)
- II. Qualifications:
 - A. Minimum of a high school diploma.
 - B. College degree preferred (BA in psychology, education, special education, or other appropriate field).
 - C. Possession of a substitute teaching certificate or regular teaching certificate strongly preferred.
 - D. Direct experience with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, attention and engagement, and learning.
 - E. Ability to effectively communicate and work well with students, staff, parents, and administration.
 - F. Successful participation in professional development activities specific to the nature and demands of the position. Meaningful professional development, job-embedded training, and/or job assignment in an ABA/Discrete Trial classroom strongly preferred.
 - G. Such alternatives to the above qualifications, as the Board may find appropriate.
- III. Position Summary:

To provide support for the ABA/Discrete Trial programs sponsored by the district.
- IV. Reports to: Principal and the Supervisor of Special Education
- V. Major Duties and Responsibilities:
 - A. Collect, input, and analyze data, as determined by the individual responsible for planning the ABA/Discrete Trial Program for each child.
 - B. Implement the ABA/Discrete Trial and behaviorally based programs and plans, as directed by the individual responsible for the program.
 - C. Follow the prescribed behavioral skill acquisition and behavior reduction protocols.
 - D. Participate in regular meetings with teachers, behaviorists, CST members, and administration to analyze and reflect upon collected data.
 - E. Assist with the supervision of students, as assigned by the teacher, BCBA, CST, and/or building Principal.
 - F. Operate instructional equipment and/or implement instructional apps, as required for individual students and the program.
 - G. Assist with personal and hygienic needs of students, as appropriate.
 - H. Attend to medical needs of students, as appropriate.
 - I. Maintain student confidentiality.
 - J. Assist in the preparation and maintenance of instructional and class materials.
 - K. Need to complete and earn a Ridgewood Behavior Assistant certificate.
 - L. All other duties assigned.
- VI. Terms of Employment: Ten months; compensation established by the Board of Education

RIDGEWOOD PUBLIC SCHOOLS
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VII. Evaluation: In accordance with Board policy on evaluation of staff and the administrative code.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 05/01/2017
08/27/2018 (Replacing ABA/Behavior Instructional Aide)

RIDGEWOOD PUBLIC SCHOOLS
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JOB DESCRIPTION

I. Title: Bus Driver/Aide (STEPSS Program)

II. Qualifications:

- A. Hold and maintain a Valid Commercial Driver's License, with both P (Passenger) and S (School Bus) endorsements.
- B. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and Tuberculosis/Mantoux testing.
- C. Have a minimum of three years' previous safe driving experience.
- D. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
- E. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
- F. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism.
- G. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Strong communication and interpersonal skills.
- H. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

III. Position Summary:

The Bus Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

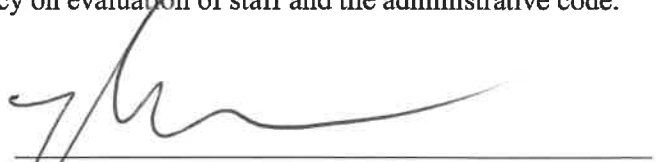
IV. Reports to: Business Administrator/ Transportation Coordinator

V. Major Duties and Responsibilities:

- A. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
- B. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal/designee of the receiving school on the district prescribed incident/discipline form.
- C. Check, clean, and perform minor servicing of buses.
- D. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
- E. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- F. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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- G. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
 - H. May be required to remain at location while the student engages in educational activities.
 - I. May be required to support and assist the students, with training provided.
 - J. Performs related duties as assigned.
- VI. Terms of Employment: Ten months; compensation established by the Board of Education
- VII. Evaluation: In accordance with Board policy on evaluation of staff and the administrative code.



Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 06/20/2022

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Instructional Aide

II. Qualifications:

- A. High school diploma.
- B. College degree preferred.
- C. Previous experience working with children desired.

III. Position Summary:

To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

IV. Reports to: Principal

V. Major Duties and Responsibilities:

- A. Provides basic assistance to students under the guidance and direction of the teacher.
- B. Supervise small groups of students as they work independently or in small groups.
- C. Helps students master equipment or instructional materials assigned by teacher.
- D. Assists with lunch, snack, and cleanup routines.
- E. Assists students in technology applications.
- F. Assists students in the medical center or lunchroom.
- G. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
- H. Provides students with assistance, as identified in the IEP.
- I. Administers instructional supports to assist teacher in monitoring student progress.
- J. Prepare written materials for purpose of documenting activities or conveying information.
- K. Implement behavior plans, as needed, to provide a consistent environment.

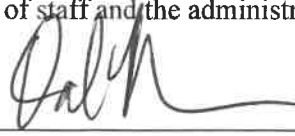
VI. Terms of Employment:

Ten months; compensation established by the Board of Education.

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VII. Evaluation:

In accordance with Board policy on evaluation of staff and the administrative code.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Instructional Aide/Braillist 1:1

II. Qualifications:

- A. High school diploma.
- B. College degree preferred.
- C. Knowledge of Braille, including writing and reading.
- D. Braillist Certification – (National Library Service for the Blind and Physically Handicapped) – helpful.

III. Reports to: Principal and/or Director of Special Programs

IV. Position Summary:

To provide support to instructional programs with materials in braille for the visually impaired student. Allows access to the same materials used by sighted peers in general education and special education programs.

V. Major Duties and Responsibilities:

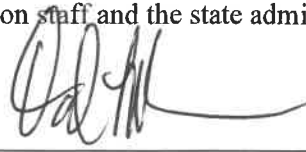
- A. Assists with instructions given to visually impaired student, individually or in small group, for the purpose of facilitating student growth in academic areas.
- B. Works directly with classroom teacher to coordinate student assignments, lessons, and activities.
- C. Uses Braille software and prepare school-related materials in Braille, as outlined in the IEP.
- D. Produces math using Nemeth Code for Mathematics for grades K-12 curriculum.
- E. Develops tactile graphics diagrams, as needed.
- F. Works with the New Jersey Commission for the Blind to coordinate materials, activities, and assignments to further growth potential.
- G. Works with school personnel to coordinate student movement and schedule on a daily basis.
- H. Assist with exams and quizzes for all subjects.
- I. Translates the student's homework and modifications.
- J. Assists student with lunch, snack, and cleanup routines.
- K. Assists student during emergency drills, assemblies, play periods, and field trips.
- L. Provides support to promote independence (navigating school rooms, playground, packing and unpacking, bathroom, water fountain, etc.)

VI. Terms of Employment: 10 months; compensation as established by the Board of Education

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VII. Evaluation:

In accordance with Board policy on evaluation on staff and the state administrative code.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 08/29/2016
Revised by Board: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
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JOB DESCRIPTION

I. Title: Instructional Aide/Job Coach

II. Qualifications:

- A. Associate degree or higher, or 2 years college coursework preferred.
- B. Passed the ETS paraprofessional test showing the ability to assist with the teaching of reading, writing, and mathematics preferred.
- C. CDL preferred.
- D. Experience working with students with disabilities who present with special education and behavioral needs.
- E. Able to effectively communicate with people at all levels and from various backgrounds.
- F. Ability to understand and adhere to established policies, procedures, and protocols.
- G. Acute attention to detail; strong documentation skills.
- H. Ability to work independently.
- I. Good judgment with the ability to make timely and sound decisions.

III. Position Summary:

Follow the special education teacher directives in providing for physical and instructional support of students with disabilities in special education/vocational settings. Provide direct support to a student at a job site, to enhance the success of this student within an employment training setting. Assist with the classroom programs including self-help, behavior management, and instruction. Work under the general supervision of the Transition Coordinator, Special Education Supervisor, and Director of Special Programs.

IV. Reports to: Director of Special Programs, and Supervisors of Special Education, and Principal

V. Major Duties and Responsibilities:

Instructional Support:

- A. Help the teacher prepare instructional materials.
- B. Help maintain a neat and orderly classroom.
- C. Help with inventory, care, and maintenance of equipment.
- D. Help the teacher maintain administrative records and required reports.
- E. Provide orientation and assistance to substitute teachers.

Student Management:

- A. Assist students with physical disabilities according to their needs, including transferring to and from wheelchairs, lifting, or positioning.
- B. Assist students with physical needs and personal care, including feeding, bathroom needs, and personal hygiene.

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- C. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous student behavior as needed.
- D. Assume responsibility for learning and adapting to each student's special medical, physical, communicative, and emotional needs.
- E. Work with individual students or small groups to fill out job applications, interface with business managers for interviews, learning specific job duties, scheduling, and job performance.
- F. Help supervise students throughout the school day, inside and outside the classroom.
- G. Assist students with disabilities in job training/employment and community-based instructional sites.
 - 1. Analyze the job to be performed.
 - 2. Implement systematic instruction and data collection procedures at the work site.
 - 3. Remain on-site with the worker.
- H. Abide by the rules of confidentiality and refer any questions regarding a student back to the Special Education professional responsible for that student.
- I. Uphold and enforce federal, state, and local policies, procedures and guidelines, and specific campus procedures and guidelines.
- J. Work cooperatively with campus and district personnel and job site personnel.
- K. Drive school suburban in order to transport student(s) to and from their assigned vocational job site.
- L. Contribute towards a positive and professional learning environment in the school and on the job site.
- M. Participate in staff development programs, faculty meetings, and special events as assigned.
- N. Other duties as assigned.

VI. Job Expectation:

Work Environment: Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture is likely required.

Physical Requirements: Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Safety and Health Requirements: Bloodborne Pathogens Standard Training.

Equipment/Material handled: Must know how to properly operate or be willing to learn to operate all multimedia equipment including current assessment materials and educational technology.

VII. Terms of Employment:

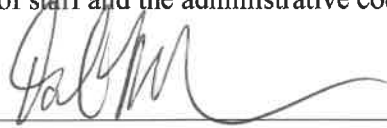
Contract, at ABA Aide rate; maximum not to exceed 5.75 hours per day

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Ten months; compensation established by the Board of Education.

VIII. Evaluation:

In accordance with Board policy on evaluation of staff and the administrative code.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/05/2020

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Lunchroom Aide
- II. Qualifications:
 - A. High school diploma
 - B. Previous experience working with children desired
- III. Position Summary:

To monitor the lunch period, recess, and maintain a safe and orderly environment.
- IV. Reports to: Principal
- V. Major Duties and Responsibilities:
 - A. Monitor lunchroom to maintain good order.
 - B. Assist in cafeteria with lunch.
 - C. Monitor students during recess.
 - D. Immediately report problem situations to principal or teacher in charge.
 - E. Conduct routine clean-up and routine chores.
- VI. Terms of Employment: Ten months; compensation as established by the Board.
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Nurse Health Aide
- II. Qualifications:
 - A. Current valid NJ Registered Nurse license
- III. Position Summary:
 - A. Employed as an aide to support the certified nurse/teacher in the effective and efficient operation of the School Nurse's office.
- IV. Reports to: The certified nurse/teacher and the building Principal
- V. Major Duties and Responsibilities:
 - A. Maintain health office.
 - 1. Replenish supply cart as needed.
 - 2. Clean thermometer holder monthly, and add zephiran chloride.
 - 3. Maintain health assessment equipment.
 - 4. Maintain student rest area.
 - 5. Maintain adequate supply of cold packs.
 - B. Organize and conduct periodic audit of school health supplies.
 - C. Receive phone calls for the health office in the absence of the nurse/teacher.
 - 1. Take a message if no emergency.
 - 2. Refer to nurse/teacher in appropriate building of emergency.
 - 3. Relay message(s) left by the nurse/teacher to appropriate parties.
 - D. Type or write letters or notices, as directed by the nurse/teacher
 - E. Maintain and update all emergency information on students and staff.
 - F. File reports, following review by the nurse/teacher, on students.
 - G. Under direction of the nurse/teacher, record basic information data on students, including name, address, phone number, parent's names, sibling's names, class year, grade, teacher, and record of all injuries and illness treated by nurse/teacher.
 - H. Make notations, as directed on class lists.
 - 1. Update class lists with attrition and addition of students.
 - I. Assist with health screening times with classroom teachers.
 - 1. Prepare class list data sheets.
 - 2. Schedule screening times with classroom teachers.
 - 3. Assist with recording results.
 - J. Refer incidents of injury or illness to the certified nurse/teacher for evaluation following prescribed first aid procedures.
 - K. Assist with the health education program.
 - 1. Maintain books and resource files.
 - 2. Duplicate and collate materials for health education classes.
 - 3. Change health office bulletin boards, as directed.
 - L. Performs other duties within scope of employment, as assigned by supervisor.

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- VI. Terms of Employment: Ten months; compensation established by the Board of Education.
- VII. Evaluation: In accordance with Board policy on evaluation of staff and the administrative code.

Approved by County Superintendent of Schools, February 8, 1985



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017