

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
SOMERSET (SOMERSET COUNTY), NEW JERSEY  
JOB DESCRIPTION**

**TITLE: PARAPROFESSIONAL COORDINATOR**

**I. POSITION SUMMARY**

The Paraprofessional Coordinator shall assist the Building Administration in consultation with the appropriate Director(s) and/or Supervisor(s) to ensure that Instructional Paraprofessionals maintain the appropriate educational atmosphere, are prepared to step into any program assigned, from Pre-School to Grade 12, as either a classroom compliance, 1:1, or shared Paraprofessional. The Paraprofessional Coordinator shall oversee all of the duties that are included in the Board Approved Paraprofessional Position Job Description as well as duties listed below.

**II. DUTIES**

- A. Coordinate substitute Paraprofessional coverage in conjunction with the Human Resources office to ensure compliance.
- B. Develop Paraprofessional schedules in collaboration with Pupil Personnel Services for FHS, FMS and SGS.
- C. Schedule and/or present professional development based upon district and staff needs.
- D. Monitor all aspects of Paraprofessional attendance.
- E. Hold monthly staff meetings at each building during Paraprofessional contractual time.
- F. Ensure that paraprofessionals are following their assigned schedule.
- G. Handle any disciplinary issues in conjunction with Building or PPS administration.
- H. Meet/consult with Special Education Supervisors as scheduled.
- I. Consult with building administration on an as needed basis.
- J. Prepare and send placement letters in consultation with Pupil Personnel Services administration.
- K. Provide on the job coaching as needed.
- L. Consult with Special Education teachers to define strengths and areas of need within the Paraprofessional staff.
- M. Foster collaborative relationships between teacher and paraprofessional.
- N. Complete paraprofessional evaluations at least one time a year.
- O. Gather and investigate any issues that may arise with non-compliance of job duties as stated in the Paraprofessional Job Description, adopted by the BOE.
- P. In collaboration with building administration and/or Pupil Personnel Services Supervisor develop and implement corrective recommendations in accordance with job duties.
- Q. In collaboration with building administration and/or Pupil Personnel Services Supervisor gather evidence and develop rationale for employment status.
- R. Performs other duties as assigned.

**III. APPOINTMENT**

The Paraprofessional Coordinator is a non-aligned administrative position and shall be appointed annually by a majority vote of the Board of Education. The Coordinator is a twelve month position, working the administrator's schedule. The position shall not be eligible for tenure.

#### IV. REPORTS TO

The Coordinator reports to and is evaluated by the Director of Pupil Personnel Services or his/her designee.

#### V. QUALIFICATIONS

- A. Highly Qualified Paraprofessional Status or college degree preferred.
- B. Multi-year successful educational experience.
- C. Received three consecutive satisfactory annual performance reviews.
- D. Demonstrate effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- E. Demonstrate ability to communicate and work collaboratively and effectively with staff, students, parents, and other school district constituencies.
- F. Demonstrate ability to analyze a situation accurately, and adopt and implement an effective course of action.
- G. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Approved:

Date:

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Board Secretary  
Brian Bonanno