

Job Description: Paraeducator, Prekindergarten



Position Title: Paraeducator, Prekindergarten

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform specialized work in assisting preschool classrooms. Provides for the care and well-being of students. Duties are performed under the general supervision of supervisors/teachers. Performance is evaluated by observing work and periodic conferences, critiques, records, and reports. Complies with federal, state, and local standards.

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Essential Functions of this Job

Assisting classroom staff is required. Duties may require set up of outdoor classroom space, arrival/dismissal duties, late student sign-in, food service delivery support, health and hygiene care to students, operation of adaptive equipment, and physical assistance to impaired students. Professional duties will involve attending meetings as necessary, attending in-service provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the assigned work site. Clerical assistance will be performed when needed to assist the supervisor, to which one is posted reinforcement of instruction of students in various situations and programs as required. Preparation of instructional or other support materials will be given as needed.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Ability to work cooperatively with parents, school personnel, and agencies to provide students services. Ability to develop concepts and ideas and relate them both in oral and written form. Knowledge of child development. Ability to administer testing instruments as required. Must possess strong interpersonal skills and can work cooperatively and collaboratively with students, teams, and groups. Must be able to work a flexible schedule to meet the position's needs. Bilingual/biliterate preferred.

Education, Experience, and Certification/License Requirements

Graduation from an accredited high school or completion of GED. Associate's degree of 60 college credit hours or passing the Para Pro test is required. Background and actual work experience with early childhood programs is preferred, not required.

Work Context:

Requires some sitting and standing, walking, and moving about to coordinate work. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and teams. Requires work with students, parents, internal and external communications, and the public.

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Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires being active for most of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds, and infrequently weighing 40 pounds or more, with help as necessary.

Local Code:

EEO5

Approval Date:

Date Last Revised: 5/9/22