



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	High School Preschool Paraprofessional Part Time	<b>Location:</b>	High School
<b>Reports To:</b>	Principal/Facility Director	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Part-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	No
<b>Work Year:</b>	100 days / 10 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High School Diploma or equivalent.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

This Preschool Assistant shall operate under the direction of the Program "Facility Director" (LHHS Early Childhood Education Program Instructor) within the guidelines established by the local school administration. The Preschool Assistant shall be expected to participate in small group and/or individual instruction and shall assist as needed with clerical functions, the operation of equipment, preparation of teaching media, and the distribution of supplies when necessary. The Preschool Assistant shall assist in supervising playground and lunch areas as directed by the Facility Director.

### Qualifications

- Age 18 or older.
- Demonstrate ability to communicate effectively to both adults and children.
- Demonstrate ability to work effectively without direct supervision.
- Demonstrate good health, physical stamina, fitness, and vitality.
- Demonstrate personal qualities associated with good human and interpersonal relations.
- Ability to maintain accurate records.

### Responsibilities and Requirements

- Provides assistance to preschool children in areas of personal hygiene and nutrition (i.e.: feeding, toileting, etc.)
- Assist in supervision of individual students.
- Operates classroom equipment (audio visual, computer, etc.).
- Supervise playground activities.
- Assist in preparation of instructional materials.
- Work with individual children for tutoring, repeating lessons, finding reference materials and drill work.
- Teach small groups to reinforce learning skills.
- Read and/or tell stories to a group of children.
- May assist the teacher in any other non-instructional activity including: Ordering teaching supplies; Patrolling assigned area.
- Learn and correctly apply district policies and procedures.
- Assure that district discipline and safety guidelines are followed.
- Perform other duties when assigned by the Facility Director, CTE Coordinator, Building Principal, or designee.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### Other Information:

- Must be able to pass a fingerprint clearance and background check



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### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.