



Mobile County PUBLIC SCHOOLS

Job Description Title – PRE-KINDERGARTEN PARAPROFESSIONAL

SUPERVISED BY/REPORTS TO: Principal or his/her designee

FLSA Designation: Non-exempt

QUALIFICATIONS:

- ❖ Must possess a secondary school diploma or its recognized equivalent **and one** of the following qualifications below:
 - Successful completion of at least 48 semester hours of study at an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken: **OR**
 - An Associate's Degree or higher documented on an official transcript from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the degree was earned; **OR**
 - A passing score of 3 or higher on the state prescribed WorkKeys Assessments. The tests currently required are Applied Math, Workplace Documents and Business Writing.
- ❖ Must possess a Child Development Associate Credential **or** at least 9 credit hours of college coursework in the field of Early Childhood Education **or** Child Development from a regionally accredited institution.
- ❖ An Associate's Degree or Bachelor's Degree in Early Childhood Education or Child Development preferred.
- ❖ Must be at least 19 years of age.
- ❖ Must possess academic competence in language and mathematical skills.
- ❖ **Official Transcripts and Score Reports documenting successful completion of all education requirements will be required prior to beginning work in the position.**
- ❖ Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- ❖ Good general health, clean in attire and appearance.
- ❖ Ability to understand and follow oral and written instructions.
- ❖ Ability for regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull up to 50 pounds.
- The employee must be able to stand in for a teacher on occasion as directed by a school administrator, department chair or other designated teacher. May be required to assist students on field trips.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Conducts small group or individual learning activities under the direction of the teacher.
2. Provides input toward appraisals of students' needs and progress.
3. Sets up and operates equipment such as record/cd players, overhead projectors, listening stations, DVD or LCD projectors, computers, etc.
4. Helps students with general information, materials, and instruction.
5. Listens to students in recitation, reading, and other curriculum tasks.
6. Assists with gross motor development activities by monitoring, demonstrating, and participating in floor activities such as tumbling, aerobics, running, jumping, hopping, skipping, etc.
7. Assists in supervising field trips and walking tours.
8. Monitors class during meals and monitors personal hygiene activities (hand washing).
9. Assists students with use of computers.
10. Assists, when necessary, with emergencies (sick children, wet pants, accidents, etc.) that arise in the classroom.
11. Assists teacher in keeping routine records related to attendance, grades, test scores or behavior as assigned.
12. Assists teachers in maintaining discipline and encouraging acceptable student behavior. Assists in managing student behavior to include crisis intervention when needed.
13. Provides support in monitoring, intervening, and redirecting student behaviors. Acts to prevent and deescalate student behavior.
14. Respects confidentiality of all student's records and meetings. Maintains appropriate confidentiality regarding school/workplace matters.
15. Utilizes and assists students with utilization of assistive technology.
16. Supervises a group of students in the temporary absence of the certified teacher.
17. Attends all required training meetings and workshops.
18. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
19. Reports absences and takes leave in accordance with Board policies and procedures.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
21. Works well with all supervisors and other members of the team.

22. Performs other duties assigned by supervisor or administrator.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ May be exposed to humidity, wind, rain, and pollen when entering and exiting the school.
- ✓ May be exposed to bloodborne pathogens.
- ✓ The employee may be exposed to noise levels that are loud enough in a classroom, a gymnasium, playground, or a cafeteria that the employee must raise his/her voice to be heard.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Building Principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day. Daily work schedule will be determined by the Principal or his/her designee. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.