




JOB DESCRIPTION

	<h1>JOB DESCRIPTION</h1>	
Number:	Title:	Paraprofessional, Pre-Kindergarten
Nature of Position	This position is responsible for providing educational support and personal assistance for pre-kindergarten students under the direction of the teacher.	
Reports To	Title: Principal	
Education	Required	<ul style="list-style-type: none"> • High school diploma
	Preferred	<ul style="list-style-type: none"> • Associate's degree
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Must meet Highly Qualified criteria for state licensure of either: <ul style="list-style-type: none"> - 2 years of college course credits; - Associate's degree; or - Passing grade on the state approved assessment. • Demonstrable ability to reinforce material initially introduced by the teacher and to guide students with enrichment, remedial, and independent work as set up by the teacher • Knowledge of general office computer software applications, as well as use of the internet • Appropriate oral and written communications skills with students, parents, and co-workers • Must have the physical ability, dexterity, endurance, and temperament to work with pre-kindergarten students
	Preferred	<ul style="list-style-type: none"> • Experience with the set up and operation of instructional equipment and materials • Experience in managing the behavior of children • Experience with children with special needs
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists with instruction for assigned students in support of, and under the direction of, the teacher. 2. Prepares activities under the guidance of the Classroom Teacher including preparation of bulletin boards, displays, exhibits, and related classroom and school displays. 3. Participates in in-service training programs. 4. Assists Classroom Teacher with non-instructional duties such as: breakfast/snack/lunch time, bathroom, and/or clothing routines, and procedures to ensure the supervision and safety of students. 5. Assists individuals and/or small groups of students in various educational settings including the media center, computer lab, and community-based instructional settings. 6. Assists with clerical duties under the direction of the Classroom Teacher or Principal. 7. Assists with instruction in the physical education program as necessary. 8. Assists students in feeding, toileting, and other daily care routines as necessary. 9. Performs other duties as necessary for the effectiveness of the organization. 	



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Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be the classified 178 day schedule.		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number:	Title: Paraprofessional, Pre-Kindergarten
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number(s) from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input checked="" type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting, possibly more than _____ pounds.</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other:</p>