

Job Title: Elementary Preschool Paraprofessional
Department: Preschools
Reports To: Preschool Coordinators & Assigned School
Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 01



SUMMARY

Assists the Elementary Preschool Child Development Associate (CDA) in maintaining appropriate classroom activities and environment in order that students may learn effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides instructional support assistance to preschool students and student groups.

Participates in the development, maintenance, and carrying out of systems for classroom management.

Guides students in working and interacting harmoniously with other students.

Operates various types of office equipment such as computers, copy machines, etc.

Complies with established district policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to help others. Ability to meet and interact with teachers and students with tact, courtesy, and discretion. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.
 Ability to carry out instructions furnished in written, oral, or diagram form.

EDUCATION and/or EXPERIENCE

Associate's degree **or** 48 semester hours from an accredited college/university **or** passing results (460) on the ETS Para Professional Assessment.

Previous experience in a public school setting preferred. The ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Human Resources Position Management Specialist		Date: 11/18/2013
Approved By: Executive Director, Human Resources		Date: 11/18/2013
<input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By: Assistant Director, HR	Date: 08/20/2018
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
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Employee Signature: _____