



PRE-KINDERGARTEN ASSISTANT

GENERAL RESPONSIBILITIES

The position is responsible for performing paraprofessional work assisting the teacher with instructional activities and assisting the students by reinforcing material already presented through special efforts and repetitions. In addition, the position is responsible for monitoring students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist classroom teacher(s) in performing specific duties as assigned or undertaking specialized tasks.
- Assist in providing individual and small-group instruction to adapt the curriculum to the needs of pupils' intellectual abilities.
- Assist in establishing and maintaining standards of student behavior.
- Prepare instructional materials; reads to students.
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Help plan daily and long-range lessons and classroom activities.
- Conduct learning exercises with small groups of students.
- Alert the teacher to special needs of individual students and assist with resolution.
- Provide escort and assistance to children as necessary; assist student with personal care to include lavatory needs, clothing, etc.
- Check students' work for compliance with teacher's instructions.
- Help maintain individual records for each student.
- Collect and display suitable material for educational displays; prepare displays; decorate classroom.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in implementing all policies and rules governing student life and conduct.
- Help maintain order in the classroom; monitors students to keep them on task.
- Perform a variety of office assistance tasks such as photocopying, filing, answering the telephone, etc. as required.
- Select and check out library materials for teacher's use.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the practices, methods and techniques used in classroom teaching; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; skill in the use of classroom and instructional equipment; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships students, parents and staff.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Title I Assistants Only: Must have a minimum of 48 college credits or provide documentation of passing the Paraprofessional Assessment test, or have an Associate’s Degree on higher.

Some experience working with children.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, running, stooping, crouching, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Non-exempt	Description: 4/16, 4/17, 7/20
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