

# CHURCHILL COUNTY SCHOOL DISTRICT

## PARAPROFESSIONAL INSTRUCTIONAL ASSISTANT – EARLY CHILDHOOD

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 10/2016

### **DEFINITION**

To perform a variety of instructionally related activities by assisting a teacher or teachers in providing intensified learning experiences for students; to provide instructional support services for teachers and students. Due to the young age of students custodial and educational activities can include behavioral management, feeding and lavatory care. Early Childhood personnel are considered to be “at-risk” and are eligible for HBV series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a designated site administrator and/or designee. Assigned licensed professional provides-technical and functional supervision.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Tutors students individually or in small groups, reinforcing or following up on instruction provided by the teacher.
2. Supervises students at lunch/snack and provide nutritional instruction.
3. Supervises and assist students entering and leaving buses.
4. Supervises students in the classroom during teacher's absences.
5. Supervises students on playground and promote safety and proper social behaviors; provide training in learning cooperation and socialization through play activities.
6. Promotes appropriate student behavior in the classroom and assist modification of inappropriate behavior.
7. Assists teacher in monitoring and following through with students' individualized educational plans; assist in preparation of lesson plans or develop own plans based on teacher direction and explanation of student needs; may type or duplicate lessons, texts or other instructional material.

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8. Prepares materials and equipment and operates instructional equipment; changes bulletin boards as needed.
9. Maintains a variety of records such as attendance, grades, test scores and equipment inventories.
10. Assists in testing and in scoring tests; assists in the evaluation of instruction and of student's progress.
11. Maintains classroom or learning facility in a clean, organized and healthful manner.
12. May attend to minor first aid needs.
13. Assists in development of communication skills for children who experience language disorders.
14. Accommodates physical disabilities of students; assist students in and out of wheelchairs, on to changing tables, and with special equipment as necessary.
15. May be required to diaper and toilet train students.
16. May assist Special Services Therapists.
17. May participate in Early Childhood Screening.
18. Operates audio/visual equipment and other instructional machines as needed.
19. May assist in fund raising activities.

**QUALIFICATIONS** - *Knowledge, Skills and Abilities: (KSAs are the attribute required to perform a job; generally demonstrated through qualifying experience, educations, or training.)*

### **Knowledge of:**

- Basic concepts of child growth and development;
- Principles of child guidance;
- Correct English usage, grammar and punctuation;
- Oral and written communication skills;
- A second language for bilingual program(s) as needed;
- Routine record keeping principles and practices;
- Basic mathematics and correct English usage to include spelling, grammar, punctuation; and
- Student behavior and characteristics.

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### **Ability to:**

- Physically demonstrate instruction in motor activities;
- Understand and follow oral and written instructions;
- Communicate effectively both orally and in writing;
- May administer minor first aid procedures;
- Provide custodial care; assist with toileting; lifting and position students as necessary;
- Maintain records and perform routine clerical duties;
- Effectively tutor students;
- Multi-task and determine priorities.

### **Skills to:**

- Operate office equipment, computers, and other equipment to prepare learning materials and resources; and
- Work cooperatively with employees, students, parents/guardians, and the public.

**Experience and Training Guidelines** - *Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Prior experience working with young children is desirable.

### **Training:**

Possession of a high school diploma or its equivalent (GED).

### **Required Certification and Licenses:**

Paraprofessional (highly qualified) requirements:

- Completed at least two (2) years of study at an institution of higher education (in Nevada this equates to 48 semester credits);
- Obtained an associate's (or higher) degree; OR
- Passed a formal State or local academic assessment demonstrating knowledge of, and the ability to assist in instructing, reading, writing, and mathematics (in Nevada the only currently approved test is the ETS Paraprofessional Assessment.)

Must possess and maintain a Nevada Driver's License.

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Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

**Physical and Mental/Intellectual Requirements:** *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting		X		
Crawling	X			
Kneeling		X		
Reaching above the body			X	
Reaching away from body			X	
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)				
Balancing		X		
Lifting &/Or Carrying objects:				

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50 Pounds or 1/3 Bodyweight			X	
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation				
Repetitive Work			X	
Weight Barring		X		
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle				
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders> 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises	X			
Heights				
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision			X	
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell	X			

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**Working Conditions:** Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to stress, noise levels ranging from moderate to very loud and occasional to frequent time periods. Potential exposure to blood borne pathogens.

**Employee's Acknowledgment:** *I acknowledge that I have read the above job description and have received a copy for my records.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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