

CAROLINE COUNTY PUBLIC SCHOOLS

POSITION DESCRIPTION

Job Description: PreK Instructional Assistant

JOB TITLE: PreK Instructional Assistant	LOCATION: Bowling Green Elementary School
IMMEDIATE SUPERVISOR: Building administration	WORK SCHEDULE: 10-M-184 Days-7.583 hours PAY GRADE: 208 or 209 (Bachelor's)
SPECIAL REQUIREMENTS: None	FLSA STATUS: non-exempt
EDUCATION/EXPERIENCE: As set by state certification authorities and by the Caroline County School Board	

Job Goal:

To provide assistance to the teacher by supporting students

PRIMARY PERFORMANCE RESPONSIBILITIES:

- Works with individuals, small groups and/or large groups under the teacher's directions.
- Supervises seatwork under the teacher(s) direction and supervision
- Supports teacher in maintaining classroom control that fosters learning
- Prepares instructional materials under the teacher's direction.
- Sets up materials for activities as outlined in lesson plans and time schedules as directed.
- Files reports and pertinent information in students' records.
- Provide clerical assistance—filing, maintaining records and ordering supplies and classroom materials.
- May be required to use Google documents or similar programs to produce learning materials.
- Assist teachers with classroom duties, including correcting work, recording grades, planning work and administering tests.
- Assist students with transitions including but not limited to unloading and loading the school bus and to and from classrooms
- Supervises students at lunch, recess, and in the absence of the teachers.
- Escort students when necessary.
- Perform other related duties as required.

TERMS OF EMPLOYMENT: Salary and work schedule as adopted annually.

EVALUATION Performance of this job will be evaluated annually with provisions of the Board's policy on Evaluation of Classified Personnel.

