

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE:**       **TEACHER PARAPROFESSIONAL - PRE-K POSITION**

**QUALIFICATIONS:**

- High school diploma and aptitude for working with children.
- Personal characteristics necessary for working with students, teachers, staff members, administrators, and parents.
- Abilities to type, file, maintain records, and operate a computer and other office equipment.

**REPORTS TO:**     Teacher and Principal

**SUPERVISES:**     None

**JOB GOAL:**

Assist teachers both inside and outside of the classroom in the conduct of the instructional program of the school.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the teacher in organizing and planning instructional activities.
2. Complies with school rules and regulations in the performance of their duties.
3. Maintains appropriate records and files.
4. Operates audio-visual and office-related equipment.
5. Assists the teacher in the provision of instructional services to the students.
6. Assist students with health or medical needs.
7. Distributes medication as prescribed.
8. Performs other related tasks as assigned or required.

**TERMS OF EMPLOYMENT:**

10 month contract, Paraprofessional III Salary Scale as approved by the School Board.

**PHYSICAL REQUIREMENTS:**

Involves limited physical tasks including lifting, and may involve operation of equipment such as computer, copier, overhead projector, etc.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Personnel.