



Paraprofessional - PreK

Reports to:	Principal
Division:	School-Based

Structure/Grade:	PRKPA
Workdays:	190 Days

Position Summary

Perform routine tasks to assist in fostering a supportive and educational environment for pre-kindergarten children by co-teaching, contributing to curriculum activities, managing classroom dynamics, and ensuring the safety and well-being of children, including those with special needs. Perform duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Collaborate with teaching staff to create and implement instructional plans, facilitating learning activities for Pre-Kindergarten students while adhering to the guidelines required by the Georgia Pre-Kindergarten program.
- Provide individualized and small group instruction to reinforce learning objectives and support student development, including preparing and maintaining learning centers for instruction.
- Monitor student progress, engage with students to reinforce learning objectives, and assess their development through various classroom activities.
- Assist in classroom management by maintaining routines, redirecting behavior as necessary, and supporting a clean, safe, and organized learning environment.
- Communicate effectively with students, staff, and parents to ensure a cohesive educational experience while working on routine or semi-routine tasks with occasional deviation from standard practices as needed.
- Participate in all aspects of the daily routine, such as distributing/collecting supplies, keeping attendance records, and assisting in lunchroom duties, recess supervision, or hall monitoring when assigned.
- Prepare materials for lesson plan activities, ensuring instructional delivery is supported effectively.
- Coordinate assigned project tasks effectively to meet objectives.
- Perform additional duties as assigned.

Qualifications

- High school diploma or GED required. Minimum sixty (60) semester hours or ninety (90) quarter hours of college courses completed with GPA 2.0 or higher from a Professional Standards Commission approved accredited college or university is required.
- Valid Child Development Associate (CDA) credential (issued by the Council for Professional Recognition), or Professional Standards Commission approved Paraprofessional certificate.

Knowledge, Skills, and Abilities

- Knowledge of Bright from the Start Georgia Early Learning and Development Standards (GELDS)
- Knowledge of school system policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Ability to maintain order in a classroom setting and administer the school's discipline policies
- Ability to counsel students with academic difficulties and behavioral problems
- Good computer skills, including the ability to use all relevant software



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- Effective oral, written, and interpersonal communication skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____