

**DULUTH PRESCHOOL
JOB DESCRIPTION**

JOB TITLE: PARAPROFESSIONAL

IMMEDIATE SUPERVISOR: CLASSROOM TEACHER

DEPARTMENT: ISD 709 E-12 OPERATIONS

PAY GRADE ASSIGNMENT: A.F.S.C. & M.E. CITY AND COUNTY PUBLIC SERVICE UNION LOCAL 66.

MINIMUM QUALIFICATIONS: AA, BA IN ANY FIELD, CHILD DEVELOPMENT CREDENTIAL

DESIRED QUALIFICATIONS: COURSEWORK AND/OR EXPERIENCE IN RELATIONSHIP BASED TEACHING WITH PRESCHOOL CHILDREN; FAMILIES FROM A VARIETY OF SOCIAL AND CULTURAL BACKGROUNDS AND FAMILIES LIVING IN ECONOMIC POVERTY. ABILITY TO DEMONSTRATE EFFECTIVE VERBAL AND WRITTEN COMMUNICATION SKILLS AND TO WORK INDEPENDENTLY. COMPUTER LITERACY.

DUTIES AND RESPONSIBILITIES:

ASSIST IN PROVIDING INSTRUCTION USING THE CREATIVE CURRICULUM AND FOLLOWING CLASSROOM STRUCTURE ACCORDING TO THE PYRAMID MODEL.

ASSIST IN IMPLEMENTING INDIVIDUALIZATION PLANS FOR STUDENTS;

INSTRUCTS AND SUPERVISES CHILDREN IN DAILY SELF-CARE ROUTINES SUCH AS HAND WASHING, AND TOILETING;

PARTICIPATE IN PARENT-TEACHER CONFERENCES TWICE EACH YEAR;

ASSIST IN IMPLEMENTATION OF INDIVIDUAL EDUCATION PLANS, (IEP) GOALS AND STRATEGIES IN COOPERATION WITH SPECIAL EDUCATION STAFF;

ASSIST IN KEEPING DAILY SCHEDULE, MEAL SERVICE, INSTRUCTION AND OTHER DUTIES;

FOLLOW SCHOOL DISTRICT PROCEDURES INCLUDING PLANS FOR BEHAVIOR MANAGEMENT;

ASSIST IN ORDERING, MAINTAINING AND KEEPING AN INVENTORY OF CLASSROOM SUPPLIES AND EQUIPMENT;

COLLABORATE WITH OTHER SCHOOL DISTRICT AND DULUTH PRESCHOOL STAFF;

PARTICIPATE IN STAFF DEVELOPMENT AND ONGOING TRAINING;

CARRY OUT ROLES AND RESPONSIBILITIES AS A MANDATED REPORTER;

OTHER DUTIES AS ASSIGNED BY SUPERVISOR.