

Elkhart Community Schools

Position Description

Position Title:	Pre –K Paraprofessional	
Qualifications:	Forty Eight hours of earned college credit at an institution of higher education, or obtained an associate's degree (or higher), or met a rigorous standard of quality and can demonstrate through a formal State or local assessment; (a) knowledge of and the ability to assist in instructing reading, writing and mathematics or (b) knowledge of, and the ability to assist in instructing reading readiness, as appropriate; sensitivity toward needs of English Language Learners; Spanish preferred. Regular and timely attendance is an essential function of this position.	
Department:	Building	
Reports to:	Building Principal	
Prepared by:	Cheryl Waggoner	Date: June 13, 2017
Approved by:	W. Douglas Thorne	Date: June 13, 2017

SUMMARY: Assist the Building Principal in providing paraprofessional services which enhance the school's instructional program, as designed in meeting the needs of pupils. Supervise pupils and/or specific work assignments as determined by the Building Principal or his/her designee. All services are performed under the direct supervision of professional individuals.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Provide assistance in various areas of the curriculum such as working with individual students or groups; seatwork or independent activities; listen to children read; talk with children to get them to verbalize concrete and abstract concepts and assist with writing lessons or original stories.
2. Supervise playground activities, school bus, restrooms, halls, and help in lunchrooms; administer simple first aid; help on field trips and similar responsibilities.
3. Prepare bulletin boards; distribute lesson materials, clean and collect materials and equipment; assist with classroom housekeeping following projects or activities; set up AV equipment (projectors, cassettes, CD's etc.); make name cards for desks; assist with games during physical education or rainy day recess periods; provide individual pupil attention as directed and other like classroom situations.
4. Take attendance, make reports; copy and record dates; act as room librarian and file clerk; secure instructional materials; dictate numbers or items to be written by the pupil; operate copy machine and prepare instructional materials; inventory materials and other clerical responsibilities.
5. Maintain appropriate confidential information in all matters.
6. Demonstrate the ability to work harmoniously with all people, both within the school family and in the community at large.
7. Perform other appropriate duties and responsibilities as directed by the Principal or designee.
8. Exhibit regular and timely attendance.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: Supervise pupils and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

Education and/or Experience: Forty Eight hours of earned college credit at an institution of higher education, or obtained an associate's degree (or higher), or met a rigorous standard of quality and can demonstrate through a formal State or local assessment; (a) knowledge of and the ability to assist in instructing reading, writing and mathematics or (b) knowledge of, and the ability to assist in instructing reading readiness, as appropriate; sensitivity toward needs of English Language Learners; Spanish preferred. Regular and timely attendance is an essential function of this position.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands Continued: While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.