



**FLINT COMMUNITY SCHOOLS**

Expect **More.** Achieve **More.**

**Employee Job Description**

**Job Title:** Paraprofessional, GSRP Pre-K

**Job Summary:**

The Paraprofessional provides assistance to teachers, and other school personnel, in the delivery of quality education and support services for students, in an array of classroom settings.

Flint Community Schools, an urban public school system with campuses throughout the City of Flint, Michigan, has a long and rich tradition of community education. Flint Community Schools provide a range of academic, extended services and extracurricular activities at the elementary and secondary levels to meet the needs of our students and their families.

**Essential Functions:**

1. Works under the supervision of the teacher by assisting with instructional and non-instructional duties as directed.
2. Assists the teacher in preparation of materials.
3. Assists in preparation of the room for activities.
4. Assists the teacher in maintaining a consistent daily routine including a three-part sequence of child planning, choice, and child recall.
5. Engages in small-group and large-group activities as directed by classroom teacher.
6. Assists the teacher with interviews and enrollments of children, when appropriate.
7. Assists with the screening and assessment of children.
8. Accompanies and assists the teacher in supervision of field trips.
9. Assists in serving snacks/lunch.
10. Assists in the supervision of children during all activities.
11. Assists with record keeping and clerical work.
12. Willingness to attend professional development.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

**Qualifications:**

- Earned a valid Child Development Associate Certificate (CDA), **AND** one of the following:
  - a. Received a score of at least 460 on the ETS Parapro Assessment, or
  - b. Completed at least 60 semester hours at an accredited institution of higher education

**OR**

- Have been awarded an Associate's Degree (or higher) in **Early Childhood Education or Childhood Development.**

**Qualifications continued:**

Skills/ Abilities:

- Willingness and ability to work cooperatively on a teaching team.
- Personality and mature judgment to work effectively and harmoniously with both adults and students.
- Ability to make sound decisions.
- Competency in clerical work and data entry.
- Effective telephone techniques.

Other:

- TB Test upon entry and every two years thereafter
- DHS Clearance
- Residence within a 60-mile radius of the borders of the District is required; residence within the City of Flint is preferred.
- Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance;
- reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the Paraprofessionals' Master Contract.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.*

**Special Job Considerations**

**Certification:** Required\_\_\_\_ Not Required\_\_\_\_ Desirable\_\_X\_\_

**Type of Certification:** Administrative\_\_\_\_ Teacher\_\_\_\_ Other\_\_X\_\_

**Bargaining Unit Position:** Yes\_\_X\_\_ No\_\_\_\_

**Salary Schedule:** Paraprofessional Salary Schedule, 193 Days, 35 hours per week.

**Reports To:** Building Principal

**Supervision:** N/A

**Physical Demands:** Light Work (see U.S. Department of Labor Guidelines)

**Statement of Assurance of Compliance with Federal Laws**

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs  
923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

**Translation services are available upon request, please call 760-1259**

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Ponemos a sus órdenes el servicio de traducción. Las personas

interesadas, favor de llamarnos al 760-1259

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