

Job Description

Position Title	Instructional Paraprofessional – Early Childhood Family Education/ School Readiness Preschool		
Building	Early Childhood Learning Center	Department	Early Childhood Family Education
Hours	Varies	Supervisor	Early Childhood Coordinator & Director
Band and Grade	B-21	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Under direction of a teacher, performs duties involved in the instruction of early childhood/preschool students. Works closely with students in both individual and in small group settings to reinforce and practice instructional concepts and material presented by the teacher.
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Essential Duties	
1	Assists students by guiding behavior, assisting with self-help skills, helping with activities, and encouraging personal problem solving skills; sometimes one-on-one with a student, without prompting from the teacher.
2	Assists teacher in preparing for classes by making copies, filing, gathering supplies, preparing/serving snack, and providing assistance in setting-up and cleaning classroom. Able to do this independently, and keep track of own progress on prep items.
3	Independence, and willingness to take direction from the classroom teacher.
4	Assists students with social skills and helps students respond appropriately to teachers and peers.
5	Helps with transportation and busing at the beginning and end of the day.
6	Monitors and records student performance at the direction of the teacher.
7	Attends training and educational classes as needed and requested by supervisors.
8	Collaborates with ECFE, School Readiness Preschool, ESCE, and GSL administrative staff (as a resource, Parent Nights, special events, provide data, etc.). Works with Early Childhood Special Education staff for both typical and special needs children in the program.
9	Encourages parent and community involvement in ECFE/School Readiness Preschool programs through outreach efforts in coordination with ECFE/Preschool Staff.
10	Participates in in-service training programs, building meetings and other meetings, as assigned.
11	Willingness to spend time outside with the class, even in slightly inclement weather.
12	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of
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	education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District policies and building rules. • Knowledge of disciplinary policies. • Knowledge of general safety and health rules. • Knowledge of CPR/first aid. • Knowledge of basic office equipment and procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying disciplinary policies. • Skill in relating to and understanding children. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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