

## **EARLY CHILDHOOD PARAPROFESSIONAL**

**Early Childhood Paraprofessional Purpose:** To assist the Preschool for All/Preschool For All Expansion teacher in developing and implementing a developmentally appropriate program for young children.

### **Qualifications:**

One of the following:

- Associates Degree or higher
- 60 Semester hours of coursework
- HS Diploma or GED score of 480 or higher on ETS Paraprofessional exam
- HS Diploma or Scores on ACT Work keys of Math/Applied Math (4) Reading/Workplace Documents (4)

**Reports to:** School Principal; Curriculum and Instruction

### **Duties and Responsibilities:**

- Assist with classroom learning activities.
- Supervise children inside and outside, including, but not limited to, bus duty, recess, field trips, classroom activities, and lunchroom.
- Maintain accurate records, as assigned by teacher.
- Assist with the assessment and evaluation of learning.
- Assist with the preparation of materials for use in the program.
- Assist and maintain an orderly learning environment.
- Assist with identification of and attention to children's health and hygiene.
- Assist in providing individual and small-group instruction in learning activities.
- Assist in communicating with parents.
- Maintain strict confidentiality of student records and data.
- Participate in professional development.
- Accompany teacher on home visits.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Other duties as assigned.

### **Skills:**

Use and understand technology.

Understand development of children ages 3-5

**Board Approved July 19, 2023**