



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

PreKindergarten Paraeducator

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Reports to: Campus Principal
School/Department: Assigned Campus
Pay Grade: Instructional Support Pay Grade 1
Work Days: 187
Wage/hour status: Non Exempt
Created/revised: September 2022

Primary Purpose:

The primary purpose of the prekindergarten paraeducator is to assist the prekindergarten teacher in the care, supervision, instruction, and assessment implementation of developmentally appropriate educational opportunities and curriculum.

Qualifications:

Education/Certification:

- High school diploma or G.E.D. certificate
- Must apply for or have an educational aide certificate with SBEC

Special Knowledge/Skills:

- Knowledge of disabilities and the impact on learning
- Skill in working with children in a classroom environment
- Ability to work well with children and adults
- Ability to take data efficiently and consistently
- Ability to maintain a positive, professional, and safe environment.
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times

Experience:

- Three years of verifiable experience working with students or parents (in church-related schools, day camps, youth groups, private schools, licensed day-care centers, public schools, substituting, volunteering, or similar experience)

Major Responsibilities and Duties:

List Major Area of Responsibility

- Assists teacher to implement lesson plans by providing positive, purposeful play learning and reinforcement experiences for children in the classroom.
- Assists with organizing specific activities such as but not limited to reading stories, center rotations, assessments, recess, and lunch.
- Assists in maintaining classroom order by observing and focusing the activities and behaviors of the children toward group activities. Provide interventions to children as needed.



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- Assists in preparing and modifying play-oriented curriculum to meet needs and challenge children.
- Responds to each child's individualized needs.
- Gives extended individual attention to children with special needs and cognitive abilities.
- Talks to, comforts, and gives emotional support to children.
- Responds to the physical and hygiene needs of children by escorting, assisting, and attending to routine health care needs.
- Assists in administering a variety of informal and formal cognitive and physical assessments
- Sets up and arranges supplies and equipment used in the classroom or other environments for instruction and projects.
- Prepares teaching aids, labels, charts, bulletin boards, and displays. Performs various clerical duties such as maintaining charts and logs, developing and preparing forms, and preparing files and basic correspondence

Supervisory Responsibility:

- Supervise students when the teacher has been called out of the room for a short period.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.

Frequent contact with parents, community, and/or other district/campus employees

Requires performing tasks mostly standing, some walking, bending, stooping, and sitting

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____