

Roseville Area Schools Job Description

Position Title: **Pre-K and ECFE paraprofessional**

Department: ECFE and Pre-K Programs, Community Education

Accountable to: Early Childhood Program Supervisor, Pre-K Instructional Support Manager and Classroom Early Childhood and/or Pre-K Teacher

Primary Objective of Position:

- Maintaining a stimulating, healthy and safe environment based on building relationships with the children.
- To assist the students in the teaching-learning process.

Areas of Responsibility:

- Greet the children and parents when they arrive and assist with their departure.
- Assist with implementing planned activities and supporting children's positive behavior.
- Model activities.
- Facilitate play and conversation with the children.
- Refer parent's questions to the teacher.
- Assist with the cleaning of the classroom.
- Attend district and program staff development relating to special topics.
- Participate in staff and team meetings.
- Perform other related duties as requested.

Qualifications:

- Experience and strong interest in working with children, ages birth – 5.
- Good communication skills with adults and children.
- Ability to work as a team.
- Ability to be at child's level, including bending, kneeling, sitting on floor and on child-sized chairs to do activities.