

EDUCATIONAL ASSISTANT - NMPREK

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal (Building Supervisor) and NM PreK Coordinator (Program Supervisor)</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Classified Personnel - Educational Assistant</i>
Terms of Employment:	<i>7 hours / 9 months</i>
Job Goal:	<i>To provide instructional assistance to the students being served by the NM PreK Program.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent*
- 2. Must pass Para Pro test or 48 college credits (three credits in reading, writing, math and six credits in teaching or education)*
- 3. Ability to obtain a level three license issued by the NM Public Education Department.*
- 4. Associate Degree in Early Childhood Education (NM PreK requirement)*
- 5. If applicant does not hold an Associate's Degree in ECED (NM PreK requirement), applicant must enroll in an accredited Early Childhood Program within the first year of employment and successfully complete 6 credit hours of Early Childhood Courses per year.*
- 6. Bilingual (preferred)*

Job Duties

- 1. Implement and adhere to all the NM PreK requirements to include the FOCUS requirements.*
- 2. Serve under direction of the teacher in an assistant's role to implement the age-appropriate skills of the students.*
- 3. Support students in developmentally appropriate activities to promote growth in all early childhood domains.*
- 4. Facilitate small group activities in the classroom under the direction of the teacher.*
- 5. Assist in providing an appropriate learning environment with age appropriate materials.*
- 6. Assist teacher in conducting and assessing all children.*
- 7. Assist teacher with all specials including field trips when deemed appropriate.*
- 8. Assist and maintains records as requested by the classroom teacher.*
- 9. Assist in establishing parent/school communication.*

10. Assist with playground supervision.
11. Assist with clean-up routines as directed.
12. Participate in Monday meetings, Professional Development trainings, Home Visits and Parent Teacher Conferences.
13. Develop and complete a Professional Development Plan and Log three times per year. Documentation and forms submitted to Program Director.
14. Extend skills by attending appropriate in-service workshops and staff meetings as required.
15. Participate in Program recruitment process.
16. Complete required NM PreK documentation in a timely manner.
17. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.
18. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
19. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
20. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
21. Evenings and weekend work may be required.
22. Perform such other tasks as may be assigned.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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 I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ *Date* _____

