

Lincoln Parish Schools
Job Description
2024-2025

TITLE: Prekindergarten Paraprofessional

QUALIFICATIONS: 48 hours of college credit with grade point average of 2.0 and hours must include 3 hours of English Composition, 6 hours of English/Reading, 6 hours of Math; *OR* an associate or higher post-secondary degree; *OR* a passing score (450) on the ParaPro Exam; *OR* a valid EC Ancillary Certificate

REPORTS TO: School Principal

JOB GOAL: To aid the teacher to perform tasks necessary for the efficient operation of the classroom

TERMS OF EMPLOYMENT: 9-Month, 35 hours per week (full-time) or 28 hours per week (hourly)

EVALUATION: Performance Evaluation annually

COMPENSATION: Paraprofessional Salary Schedule (Table 21) or Hourly rate as set forth in LPSB Salary Schedule

PHYSICAL DEMANDS: May include walking and standing to a significant degree, kneeling, stooping, squatting, crawling, bending, balancing, crouching, reaching, grasping, head and neck movement, and movement across midline. The paraprofessional must possess motor coordination, manual dexterity, finger dexterity, alertness, precision, speaking ability, auditory discrimination, and tactile discrimination. Paraprofessional must have accurate hearing and visual acuity including close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

PERFORMANCE RESPONSIBILITIES:

1. Aid the supervising teacher at all times and in all circumstances, including lifting of students, changing diapers, toilet training, and/or other health procedures.
2. Make accommodations/modifications for students under direction of supervising teacher(s) (regular or special).
3. Perform routine classroom tasks with small groups and/or individual students under the planning and direction of a teacher.
4. Confer with the classroom teacher in regard to major decisions relative to the students' assignments or problems of a disciplinary nature. All conferences with parents are solely the responsibility of the classroom teacher.
5. Work in an assigned school/class each year. Class assignments may vary from year to year or during the school year, depending on student needs.
6. Follow the teacher's direction and use common sense in application.
7. Take necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
8. Assist in upholding and enforcing school rules, administrative regulations, and Board Policy.
9. Assist in maintaining a neat classroom conducive to learning.
10. Shadow and provide support to a specific child/children throughout the school day to achieve academic goals specified in the behavior plan.
11. Support all students in the inclusion setting as well as resource and self-contained classes (any para assigned to support an individual child must provide support to other students deemed necessary, if needed):
 - a. Ensure academic and behavioral needs are being met;
 - b. Monitor the student schedule and IEP to ensure a safe and positive learning environment;
 - c. Focus on instructional activities to ensure the student is focused, engaged in the learning process, and mastering critical skills;
 - d. Support the development of critical skills that will ultimately lead to greater independence;
 - e. Facilitate positive social interactions among all children in the classroom and school;

- f. Assist and escort the student(s) to and from each destination and attend to the student's personal hygiene and care needs; and
- g. Monitor student behavior and maintain documentation of care provided to the child.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Lincoln Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____