



## Palos Heights School District 128

<b>Job Title:</b> Paraprofessional Early Childhood/Pre-K	<b>Department:</b> Support Staff
<b>Reports To:</b> Building Principal, Director of Student Services	<b>Terms of Employment:</b> 10-month Contract

### **Job Description Overview:**

To assist Early Childhood students, ages 3-5, in the instruction, supervision, and training of individual or groups of students by performing a variety of instructional support activities and to perform a variety of related duties in the maintenance of an effective learning environment.

### **Qualifications:**

- Current Illinois Paraprofessional Licensure
- Minimum 60 college credits; Bachelor's Degree preferred
- Professional Educator Licensure preferred
- Ability to communicate effectively orally and in writing
- Ability to work with children 3 to 5 years of age

### **Principal Duties & Responsibilities (Essential Functions)**

- Supervises instructional and play-based activities with individual students or small groups of students following teacher direction
- Provides assistance to students during special classes (music, gross motor time, social play, etc.)
- Assists students in special education and general education settings
- Assists in preparation of materials for class, classroom activities, and assignments
- Implement behavior management programs designed by teachers and/or student services personnel
- Records data related to student Individualized Education Plan (IEP) goals
- Administers procedures in the positive behavior support plan (PBIS)
- Assists with student use of equipment when needed
- Provides general maintenance of instructional assistive equipment including cleaning and disinfecting when needed
- Serves as a source of information and help to any substitute teacher assigned in the absence of the certified teacher

- Maintains the same high level of ethical behavior and confidentiality of information regarding students
- Assists students leaving and entering transportation vehicles and accompanies students to and from classroom
- Assists with the supervision of students during emergency drills
- Assists students with activities of daily living such as eating, grooming, bathing, and hygiene related to toileting, etc.
- Monitors the incidence and prevalence of designated health problems or medical conditions when relevant
- Observes and intervenes to redirect inappropriate behavior.
- Assists, monitors, and guides the student to pay attention, participate in activities, and complete tasks
- Ability to establish and maintain productive working relationships with students, staff, and parents
- Assists with Parent Child Activity Days and Preschool Screening Days, including up to six evening events
- Ability to work on multiple tasks and prioritize appropriately
- Ability to recognize areas of concern relating to student issues and collaborate with classroom teachers to recommend appropriate solutions to problems
- Ability to communicate effectively
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Performs supervisory duties related to arrival, dismissal, lunch and recess
- Other duties as assigned

### **Physical Requirements:**

- Usual and customary methods of performing the job's functions require the following physical demands: standing or sitting for long periods of time, walking long distances (field trips), some lifting, carrying, pushing, and/or pulling
- Requires the physical strength to occasionally assist in lifting or carrying of students
- Job may also require the ability to push/pull objects, stoop, kneel, crouch or crawl
- Requires regular attendance and/or physical presence at the job
- Employee should have the physical capabilities to perform all job functions

### **Disclaimer**

- Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this job at any time
- This job description reflects administration's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned
- This job description is subject to change at any time
- District 128 will make reasonable accommodations in compliance with the American with Disabilities Act of 1990