

## **Rock Island-Milan School District #41**

### **JOB DESCRIPTION**

Preschool for All Paraprofessional

#### **POSITION INFORMATION:**

<b>POSITION TITLE</b>	Preschool for All Paraprofessional
<b>DEPARTMENT</b>	Preschool
<b>DATE CREATED/AMENDED</b>	May 2024
<b>LOCATION</b>	RIMSD 41 Schools
<b>FULL-TIME/PART-TIME</b>	Full-time
<b>APPOINTMENT TERM</b>	182/Days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Director of Early Childhood Programs
<b>OTHER INFORMATION</b>	RIESPA Bargaining Unit
<b>SALARY</b>	18.68-24.55

#### **POSITION SUMMARY INFORMATION:**

Under the direction of the certified Preschool for All classroom teacher, the paraprofessional will assist with lessons, gathering materials for lessons, maintaining records and files and assisting students individually and in groups. In addition, the paraprofessional will reinforce concepts and classroom rules, serve as a role model, and assist in developing and implementing a developmentally appropriate program for young children.

#### **Essential Functions and Responsibilities:**

- Works with students individually or in small groups to reinforce learning of material or skills initially introduced by the classroom teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
- Operates and cares for equipment used in the classroom for instructional purposes.
- Assists with the supervision of students.
- Checks and records student attendance.

- Helps students with their clothing.
- Assists with snack and clean-up routines.
- Assists with wash-up and restroom routines.
- Alerts the classroom teacher to any problem or special information about an individual student.
- Serves as the chief source of information and help to any substitute teacher assigned in the regular teacher's absence.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of certified teachers.
- Assists with classroom learning activities.
- Supervises children inside and outside, including, but not limited to, bus duty, recess, field site visits, classroom activities, and lunchroom.
- Maintains accurate records as assigned by the teacher.
- Assists with assessment and evaluation of learning.
- Assists with the preparation of materials for use in the program.
- Assists and maintains an orderly learning environment.
- Assists with the identification of and attention to children's health and hygiene.
- Assists in providing individual and small-group instruction in learning activities.
- Assists in communicating with parents.
- Maintains strict confidentiality of student records and data.
- Participates in professional development.
- Performs other incidental tasks consistent with the goals and objectives of this position.

**Required Education:**

Associates degree or equivalent from a two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Required Qualifications:**

At least one-two years of related experience

**Certifications, Licenses:**

Current Paraprofessional License for the State of Illinois

**Required Knowledge, Skills, and/or Abilities**

- Knowledge of proper English grammar, spelling and basic knowledge of mathematics
- Ability to work with and for preschool children
- Ability to follow written and oral instructions
- Ability to operate basic office equipment
- Ability to communicate effectively and demonstrate diplomacy when dealing with people and students
- Demonstrate diplomacy when working with parents
- Attend and participate in parent/child activities.
- Physical demands include sitting on the floor, standing, bending, and moving with children.
- Possess a strong work ethic and attendance history as demonstrated by previous employment history.
- Demonstrate emotional maturity when working with children.
- Demonstrate a willingness to cooperate with the goals of the facility.
- Demonstrate respect for children and adults.
- Demonstrate flexibility and patience.
- Be in good physical and mental health.
- Practice good personal hygiene.
- Maintain confidentiality of all records.
- Perform related duties as assigned by the Preschool for All teacher and Director

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date