

## **Role Description**

### **KINDERGARTEN PARAPROFESSIONAL**

#### **QUALIFICATIONS:**

1. Associate Degree or two years of college required/Bachelor's Degree preferred.
2. Demonstrated aptitude or interest in young children.
3. Experience with kindergarten or pre-school individuals preferred.

#### **REPORTS TO:**

1. Building Principal
2. Kindergarten Teacher(s)

#### **SUPERVISES:**

Not applicable

#### **JOB GOAL:**

To assist and support the Kindergarten classroom teacher(s) with educational activities and non-teaching tasks found in the Bedford Kindergarten Program.

#### **PERFORMANCE RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position.

1. Provides one-to-one and/or small group instruction as determined by the Kindergarten teacher.
2. Reads aloud or listens to children read.
3. Provides special help such as drilling with flash cards, spelling, and play activities, etc.
4. Reinforces teacher's directions and instruction.
5. Supervises free play activities.
6. Responds to student requests for help, observes learning difficulties of pupils, and reports such matters to teachers.
7. Scores objective tests and papers and keeps appropriate records for teachers.
8. Escorts children on educational trips outside the classroom with the teacher.
9. Assists the teacher in maintaining appropriate classroom behavior or monitoring specific behavior management programs.
10. Supervises pupils in general activities including snack, planning periods, assemblies or field trips, drop-off and pick up.
11. Performs other duties as assigned.

#### **TERMS OF EMPLOYMENT:**

Days contracted as per Letter of Agreement

## **EVALUATION:**

In accordance with district procedures

### **PHYSICAL ACTIVITY REQUIREMENTS**

#### **Primary Physical Requirements:**

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

#### **Hand Manipulation:**

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Frequently required
5. Controls and Equipment:	Computer, telephone, copy machine

#### **Other Physical Consideration:**

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Occasionally required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

#### **Work Surface (s):**

Standard teacher desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |  |
|--------------------------|--|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |   |              |
|---|--------------|
| 1. Short demonstration only                                   | _____        |
| 2. Any beyond short demonstration up to and including 30 days | _____        |
| 3. 30-90 days   | _____        |
| 4. 91-180 days  | _____        |
| 5. 181 days to 1 year   | _____        |
| 6. 1 to 2 years   | _____        |
| 7. 2 to 4 years   | <u>  X  </u> |
| 8. 4 to 10 years  | _____        |
| 9. Over 10 years  | _____        |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is rarely required to do some lifting. Employee is typically able to sit and stand as needed.