

SCHOOL DISTRICT OF ST. JOHNS COUNTY

PRE-K (3-5) PARAPROFESSIONAL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or General Equivalency Diploma (GED) certificate, and received the District's approved score on the District approved Assessment, or an Associates Degree or higher, or have completed sixty (60) college semester hours at an accredited institution of higher education.
- (2) Willingness to become involved in workshops and inservice.
- (3) Experience with Pre-K students preferred.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with young children. Ability to follow oral and written directions. Strong written, verbal, mathematical and reasoning skills. Ability to communicate effectively with diverse individuals and groups including teachers, colleagues and other stakeholders within the organization. Ability to work harmoniously and collaboratively with school based personnel and district personnel on professional, technical, and general areas of Student Education. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Principal/Early Childhood Services Director

JOB GOAL

To aid and support the Department or School with projects, initiatives and general options as assigned. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

The Pre-K paraprofessional position encompasses contact with young children in various developmental stages up to age 6. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or logical to the position, nor does every position perform every duty.

- *(1) Assist teacher in classroom/student management.

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- * (2) Assist by providing appropriate feedback and reinforces (tokens, praise) to students within an established behavioral strategy plan.
- * (3) Assist in the recording of student behaviors, progress and other related data.
- * (4) Assist in the supervision of children during lunch periods, recess, and with other professionals who work directly with the children.
- * (5) Assist students to stay on task and complete teacher prepared tasks.
- * (6) Assist children with gross motor activities (grasping, holding, walking, running, posture, and fine motor activities (holding pencil, recording answers).
- * (7) Assist children with personal care needs (feeding, toileting and personal hygiene).
- * (8) Assemble and maintain instructional equipment and materials.
- * (9) Prepare classroom materials for the teacher.
- * (10) Perform various instructional support tasks as assigned to facilitate the effective teaching of applicable subject matter and to maintain appropriate classroom environment.
- * (11) Distribute and collect instructional materials and monitor student's progress on learning activities.
- * (12) Provide directions and instructions for performing a lesson or exercise and answer questions pertaining to such.
- * (13) Proctor and grade examinations or lessons and enter results into the appropriate classroom records.
- * (14) Assist individual students through drill and practice sessions to acquire and strengthen previously taught concepts and skills.
- * (15) Assist in managing student's classroom conduct and behavior and inform teachers of incidents, circumstances or factors having a bearing upon effective learning.
- * (16) Supervise students in specified situations, i.e., playground, lunchroom, media center, computer lab, etc.
- * (17) May be assigned to perform varied clerical duties such as filing, copying, basic computer work and operation of other office type equipment.
- * (18) Perform other duties as assigned.

Expectations of All Employees

- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter-Intra-Agency Communication and Delivery

- * (28) Exercise service orientation when working with others.
- * (29) Keep supervisor informed of potential problems or unusual events.
- * (30) Use effective, positive interpersonal communication skills.
- * (31) Respond to inquiries and concerns in a timely manner.

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- * (32) Serve on school/district committees as required or appropriate.

Professional Growth and Improvement

- * (33) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- * (34) Keep supervisor informed of potential problems or unusual events.
- * (35) Follow federal and state laws as well as School Board policies, rules, and regulations.
- * (36) Prepare all required reports and maintain all appropriate records.
- * (37) Represent the District in a positive and professional manner.
- * (38) Demonstrate support for the School District and its goals and priorities.

Leadership and Strategic Orientation

- * (39) Set high standards and expectations for self and others.
- * (40) Exhibit interpersonal skills to work as an effective team member.
- * (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically aggressive individual as a temporary safety measure.

Job Description Supplement

TERMS OF EMPLOYMENT:

Approved unit compensation plan.

7.5 hours per day.

10 month position.

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: 52054

Pay Grade:

FLSA

BOARD APPROVED: September 2016

REVISED: