



JOB DESCRIPTION

Job Title: **Paraeducator, Preschool** FLSA Status: **Non-Exempt**
Job Family: **Paraeducator** Pay Range: **3**
Pay Program: **Classified** Work Calendar: **176 days**
Prepared/Revised Date: **June 2015**

SUMMARY: Under the direction of the Preschool Classroom Teacher, support student learning by assisting with classroom instruction, implementing lesson plans, supervising students, organizing and preparing the classroom, assisting with the physical needs of students, performing clerical duties and assisting with assessment. Participate in appropriate inservices, professional development, meetings, trainings and/or school functions as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist Teacher with classroom instruction, recording observations, implementing lesson plans, supervising students and implementing positive discipline. Facilitate and/or observe students in small groups and/or one-on-one to reinforce skills, concepts and strategies.	D	55%
2. Organize and prepare classroom, including preparing instructional materials; preparing tables for activities; cleaning and sanitizing room, materials, toys, etc.	D	10%
3. Assist with the physical needs of students, including toileting, providing and cleaning up after snack, assisting injured or ill students, following health/dietary plans, etc.	D	10%
4. Perform clerical duties, such as data entry, maintaining/updating records, keyboarding, etc.	D	10%
5. Monitor students on the playground, to/from classroom, to/from the restroom, getting on/off the bus. Manage student behavior, implement discipline actions and monitor safety.	D	5%
6. Participate in appropriate inservices, professional development, meetings, trainings and/or school functions as required.	M	5%
7. Assist Teacher with assessment of students, three times per year.	A	4%
8. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Must meet the No Child Left Behind (NCLB) requirements, which are:
 - Associate's degree or 2 year college degree, OR
 - Completion of 48 college semesters hours, OR
 - Passing of state Colorado Department of Education (CDE) approved paraprofessional examination.
- Experience working in health care, working with children with various learning and physical disabilities and/or working with children in a school setting preferred.
- Lead Teacher Qualified as identified by the Division of Child Care, Colorado Department of Human Services preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications required within 1 month after hire.

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- Universal Precautions and Medication Administration certifications required within 1 month after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Bilingual oral and written communication skills preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers and peripherals.
- Basic operating knowledge of and experience with office productivity software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

POSITION TITLE	
Reports to:	Building Principal and/or Classroom Teacher

POSITION TITLE		# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom, on the playground, to/from classroom and/or getting on/off the bus.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl				X
Talk				X

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Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze				X
Communicate				X
Copy			X	
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
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Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	