

Meeker School District Re-1

Job Description

Title: Preschool Paraprofessional
Department(s): Instructional
Reports to: Teacher and/or Building Principal
Work Year: Student Days + 4



Job Summary:

Assists in the instruction and implementation of developmentally appropriate educational opportunities and curriculum to preschool age children that develops the whole child (cognitive, social emotional, language/communication, and physical development) so that the overall district educational objectives may be achieved.

Summary of essential job function:

1. Conduct instructional activities assigned by the teacher; work with individual students or small groups for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching their academic goals and grade-level standards.
2. Implement, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
3. Help with setup, cleaning and sanitation of classroom supplies
4. Observe, react, and teach appropriate social interaction
5. Assist with student drop off and pick up
6. Provide recess supervision
7. Assist children in the restroom
8. Converse positively and appropriately with students
9. Assist with classroom management
10. Assist teacher with student's Individualized Education Program (IEP)
11. Assist teacher with parent engagement activities
12. Communicate positively and in a friendly manner with parents/guardians at pickup and drop off children
13. Work with early childhood special education teachers
14. Communicate to teacher any concerns or questions
15. Participate and attend staff meetings
16. Meet with classroom team members (Teachers, ECSE teachers)
17. Attend and help with open house before school begins for all families
18. Make sure accurate attendance is taken
19. Document referrals, fill out student injury reports as needed
20. Assist with snack times, as needed
21. Collect and maintain data as directed by the classroom teacher
22. Assist in classroom management.

23. Assist with the administration and scoring of objective testing instruments or work assignments.
24. Provide assistance to substitute teachers.
25. Function as an appropriate role model for children, providing proper examples, emotional support, and a friendly attitude and general guidance.
26. Demonstrate regular attendance and punctuality.
27. Adhere to the appropriate code of ethics and student confidentiality.
28. Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
29. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus and playground duty.
30. Keep teacher informed of individual students' needs.
31. Ensure compliance with annual training and certification requirements

Qualifications and Experience:

- High School diploma or equivalent required.
- Experience working with children, preferably in a learning environment.
- Ability to establish and maintain cooperative relationships with students, parents and staff.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- CPR Certified
- Basic technology skills related to Google products (gmail, Google Docs, etc..)

Clearances:

- Criminal Justice Fingerprint/Background Check.

Physical Demands:

- The employee must have the ability to lift 40 lbs and carry 20 lbs. May be required to stand and circulate for extended periods of time.

Work Environment:

- The noise level in the work environment can be loud and distracting at times.
- The work environment may include high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.