

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Preschool Para Educator I

**DEPARTMENT/DIVISION:** Education

**POSITION SUMMARY:**

Under general supervision of the classroom instructor to serve as an assistant to teachers by aiding in the supervision and training of preschool students and assisting in the preparation and assembling of teaching materials.

**ESSENTIAL FUNCTIONS:**

1. Assists teachers in the conducting of lessons and a variety of classroom activities.
2. Works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
3. Assists in maintaining order among and supervising students in the classroom to maintain an effective learning environment.
4. Appraises teacher of behavioral and learning problems experienced by the students.
5. Works with instructional materials such as workbooks and flash cards.
6. Prepares for, assists with and cleans up after various classroom projects.
7. Assists teachers in the supervision of students on the playground, in the library or in other special activities.
8. Assists in the preparation of graphic and written teaching materials.
9. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher.
10. Attends to students' physical needs in the classroom.
11. Assists in maintaining inventory of books, teaching aids and other supplies.
12. May perform a variety of tasks for preschool teachers.
13. Distributes supplies as instructed.
14. May assist with programs, equipment, and materials to meet the needs of exceptional students.
15. Helps individual students with specific problems.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

**MINIMUM QUALIFICATIONS:**

- 18 years of age or older
- High School Graduate
- American Red Cross Certification Required:
  - Infant and Child CPR (yearly)
  - Child Care Health and Safety (one time only)
  - California Child Care CPR and First Aid (every 3 years)
- 12 Semester Units in ECE/CD
- Permits and/or credentials as required by law

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Ability to assist with supervising the learning activities in a school district setting
4. Ability to work independently on own initiative
5. Ability to operate standard office and instructional equipment
6. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 40 lbs.
5. Lift and carry up to 40 lbs at waist height for short distances.
6. Run short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather conditions during the course of the required work schedule. As required, employees must wear protective devices, i.e. back brace, provided by the district.

**DAYS OF SERVICE:** 10 Month Position

**SALARY:** Classified range 24

**BOARD APPROVED:** Adopted 9/12/06