

# **BOURNE PUBLIC SCHOOLS**

## **Preschool Education Support Personnel**

### **Category 1**

### **Job Description**

**Reports to:** Principal  
Student Services Director/Early Childhood Coordinator  
Director of Special Education and Student Services  
Assigned Teacher

**Job Goal:** Assist with interventions and provide individualized support to students in preschool

The preschool ESP may also be called upon to manage the classroom and students, as needed.

#### **Responsibilities:**

1. Assist, as assigned, in implementing the daily pre-kindergarten curriculum
2. Assist, as assigned, in implementing daily program and plans for the students including special education, health care plans, and 504 plans as necessary
3. Collaborate with teachers regarding the academic, social, behavioral and physical needs and/or modifications, accommodations, or activities of the total student
4. Provide assistance with record keeping, data collection, attendance, etc.
5. Provide follow up activities to the teacher's lesson including working with students individually or in small groups under the direction of the classroom teacher
6. Provide organizational and classroom maintenance assistance as designated by the supervising teacher, Principal, or Student Services Director/Early Childhood Coordinator
7. Participate in designated in-service programs
8. Assist the teacher with the coordination and completion of field trips and other activities and programs
9. Perform assigned school duties such as lunch, recess, bus, hall, etc.
10. Small group instruction/assistance for math, reading, writing, and other activities
11. Help maintain a safe classroom environment
12. Assist with classroom preparation, organization, and clean up when necessary
13. Support the social emotional needs of students through positive relationship building
14. Assist students in dressing for the weather
15. Monitor and promote physical and social emotional safety throughout the day
16. Perform other duties as assigned by the Principal, Student Services Director/Early Childhood Coordinator

#### **Essential Functions of the Job:**

1. Maintain a record of regular attendance, arrive and depart at specified contractual times and notify the appropriate personnel when absent
2. Physical agility and strength to perform job related tasks appropriate for the age and/or grade level
3. Frequently required to stand, walk, sit, use hands, reach with hands and arms, stoop, kneel, crouch, crawl, climb, and run

4. Be able to occasionally lift and/or move students/objects
5. Must be able to work in a noisy, stressful, high pressure environment and still be able to concentrate and keep students safe
6. Ability to respond to emergency situations
7. May be exposed to bodily fluids including saliva, urine, feces, vomit, blood, and/or other bodily fluids
8. May be required to assist with student personal hygiene
9. Ability to complete district approved de-escalation and safety training
10. Ensure confidentiality regarding all personal information and educational records concerning students and their families
11. Maintain professional boundaries with students and families
12. Participate, complete, and adhere to all district wide mandatory trainings, including but not limited to confidentiality, civil rights, conflict of interest, technology use, and security requirements
13. While performing the job, communicate effectively

**Qualifications:**

Associates degree or higher preferred

Experience with students in both special education and/or regular education preferred

College level courses in education preferred

**Evaluation:**

To be evaluated in accordance with the collective bargaining agreement by the building principal/designee

TERMS OF EMPLOYMENT: Varied based on student and district need; full time and part time opportunities available - school calendar year.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this category. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this category.

ADOPTION DATE: 06/05/2019