

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**

**JOB DESCRIPTION**

**TITLE:** Title I Early Childhood Aide Instructional Paraprofessional II (Certified) (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. citizen or authorized alien.
2. Minimum age 20 years.
3. Associate Degree (or higher) or 48 semester hours minimum to include English Composition 3 hours, English/Reading- 6 hours, and Mathematics- 6 hours or Para Pro Assessment results (minimum score of 450) and high school diploma.
4. Exhibits effective written and oral expression as determined by written sample and oral interview.
5. Be willing to meet certification standards set by the State Department of Education and/or St. Tammany Parish School Board.
6. Minimum of three (3) years experience as a paraprofessional in Early Childhood Development Program.
7. Sixty hours of In-service training as prescribed by the St. Tammany Parish School Board.

**REPORTS TO:** Assigned Teacher(s) and Principal

**JOB GOAL:** To assist the Title I Early Childhood teacher in providing an appropriate program for each student in the class.

**JOB SUMMARY:** This position is designed to perform tutorial duties and prepare materials for student use in Pre-Kindergarten, Kindergarten, and Transitional First Grade classes.

**ESSENTIAL JOB FUNCTIONS:** The Title I Early Childhood Aide Instructional Paraprofessional II will perform his/her duties under the direct supervision of a teacher. The role of the Paraprofessional is to assist the teacher with teaching- related activities and non-teaching assignments. In all instances, the teacher who is responsible for their management will have planned these activities and assignments. The Paraprofessional assists and supports the teacher by carrying out delegated activities and assignments. In addition to clerical housekeeping, monitorial, and other routine duties, the Paraprofessional can work in the classroom in direct involvement with students when the groundwork has been properly laid. She/he can tutor, monitor individual activities, operate audiovisual equipment, tell stories, play records, assist with testing, supervise projects, and assist with parent activities and workshops. At all times, a teacher will plan the activities.

**PHYSICAL DEMANDS:**

1. Possess physical skills and stamina to perform job responsibilities.
  2. Work requires occasional standing.
  3. Must tolerate constant periods of sitting throughout the shift.
  4. Must tolerate frequent periods of walking throughout the shift.
  5. Must on occasion lift and carry boxes, books, manuals, catalogues, files, records, etc.
  6. Must be able to bend and stoop in performing job duties.
  7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
  8. Must handle numerous duties with both hands and fingers:
- 1) Fine Motor Skills
    - (1) Typing
    - (2) Copying
    - (3) Adding Machine
    - (4) Computer
    - (5) Filing
    - (6) Binding
    - (7) Filling out forms
  - 2) Grasping
    - (1) Manuals
    - (2) Boxes
    - (3) Journals

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs other tasks assigned by appropriate authority.

**TERMS OF EMPLOYMENT:** Nine months per year, unless employed in a summer program, salary in accordance with the current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Incumbent)**

\_\_\_\_\_  
**Incumbent's Name (Please Print)**

\_\_\_\_\_  
**Employee Identification Number**

**Original-Human Resources Department**  
(Rev 11/2016)

**Copy- Supervisor**

**Copy- Employee**