

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARAEDUCATOR – INSTRUCTIONAL (PREKINDERGARTEN)

POSITION: Paraeducator –Instructional (Prekindergarten)

REPORTS TO: Site Administrator

LOCATION: Various Locations

Nature of Work:

The paraeducator will work under the direction of the classroom teacher to support the delivery of developmentally appropriate learning opportunities. The position is a ten-month position that has the responsibility to provide instructional support to students and support for teachers as needed. The position will support the instructional needs of the classroom. The work is performed under the general direction of the classroom teacher and in collaboration with the school administration.

ESSENTIAL FUNCTIONS:

The Pre-Kindergarten Paraeducator must be able to work collaboratively with the classroom teacher or the Instructional Resource Teacher (IRT) and at times, work independently to support the instructional goals of the students and class. Paraeducators are required to escort students, maintain a safe and orderly learning environment, assist students with instructional activities and projects, and assist the classroom teacher with maintaining and organizing materials of instruction.

DUTIES AND RESPONSIBILITIES:

The paraeducator will work under the direction of the classroom teacher. As part of the duties, the paraeducator will:

- Meet regularly with the teacher at a designated time for planning and evaluating student's progress;
- Assist in developing learning activities with the teacher or IRT;
- Assist in guiding students in working and playing with others;
- Provide escort and assistance to students as necessary;
- Assist in the supervision of students on trips and other school-related activities;
- Assist teachers in conducting home visits to families as needed;
- Assist in the family-style eating opportunities provided to students in the Pre-Kindergarten Program;
- Assist teachers and other professionals in maintaining and updating information in student records;
- Attend to toileting and diapering needs of students enrolled in the program;
- Prepare, under the direction of the teacher or IRT, appropriate learning activities, stations, and materials;
- Reinforce learning activities with appropriate audio-visual aids and other materials;
- Assist teacher in maintaining neat work and center areas;
- Assist in activities planned for and with parents;
- Attend, as necessary, workshops and in-service training sessions; and
- Perform other duties as assigned.

QUALIFICATIONS:

Paraeducator I: Instructional paraeducators assigned to schools **not designated as Title I** schools shall have:

- Graduated from a standard high school or possession of a state high school equivalence certificate; and
- College training and experience working with children is preferred.

**Paraeducator II: (All applicants applying for Title I Schools must meet Paraeducator II qualifications)**

- Graduated from a standard high school or possession of a state high school equivalence certificate; **and**
- Completed at least two years of study at an institution of higher education; **or**
- Obtained an associate's or higher degree; **or**
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects; and
- College training and experience working with children is preferred.

**TERM OF EMPLOYMENT:**

Full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven-hour employees – Range 5 Paraeducator I or Range 7 Paraeducator II.

**BARGAINING UNIT ELIGIBILITY: EASMC-ESP**

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