

ST. MARY PARISH PUBLIC SCHOOLS
PRE-K PARAPROFESSIONAL JOB DESCRIPTION

POSITION: Pre-K Paraprofessional

REPORTS TO: Teachers/Principal

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are 180 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 115/1530

QUALIFICATIONS: Must possess a high school diploma or equivalent; passing score on the ParaPro assessment or an associate's degree; possess those qualities which would indicate ability, temperament, and enthusiasm to work with others and around school children.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Aid the supervising teacher at all times and in all circumstances, including lifting of students, changing diapers, toilet training, and/or other health procedures.
2. Make accommodations/modifications for students under direction of supervising teacher(s) (regular or special).
3. Perform routine classroom tasks with small groups and/or individual students under the planning and direction of a teacher.
4. Confer with the classroom teacher in regard to major decisions relative to the students' assignments or problems of a disciplinary nature. All conferences with parents are solely the responsibility of the classroom teacher.
5. Work in an assigned school/class each year. Class assignments may vary from year to year or during the school year, depending on student needs.
6. Follow the teacher's direction and use common sense in application.
7. Take necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
8. Assist in upholding and enforcing school rules, administrative regulations, and Board Policy.
9. Assist in maintaining a neat classroom conducive to learning.
10. Shadow and provide support to a specific child/children throughout the school day to achieve academic goals.
11. Support all students in the inclusion setting as well as resource and self-contained classes when applicable (any para assigned to support an individual child must provide support to other students deemed necessary, if needed):
 - a. Ensure academic and behavioral needs are being met;
 - b. Monitor the student schedule and IEP (when applicable) to ensure a safe and positive learning environment;
 - c. Focus on instructional activities to ensure the students are focused, engaged in the learning process, and mastering critical skills;
 - d. Support the development of critical skills that will ultimately lead to greater independence;
 - e. Facilitate positive social interactions among all children in the classroom and school;
 - f. Assist and escort the student(s) to and from each destination and attend to the student's personal hygiene and care needs; and
 - g. Monitor student behavior and maintain documentation of care provided to the child.
12. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.
13. Perform any other duties that may come within the scope of said position or may be assigned by the immediate Supervisor or Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.

5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE: _____ DATE: _____