

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS

4176 Preschool Instructional Assistant

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JOB TITLE: PRESCHOOL INSTRUCTIONAL ASSISTANT

REPORTS TO: Principal and assigned teacher(s)

NATURE AND SCOPE OF JOB:

Assists the Preschool teacher with instructional and non-instructional activities necessary for the implementation of a functional class environment that enhances student learning and achievement.

QUALIFICATIONS:

The Preschool Instructional Assistant shall:

1. Meet the requirements for a paraprofessional established by the Board of Education and approved by the County Superintendent of Schools (N.J.A.C. 6:11-4.6).
2. Have earned at least a minimum of sixty (60) undergraduate college credits.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Show evidence of two (2) successful years of experience in working with preschool children.
6. Exhibit a personality that demonstrates excellent interpersonal skills to relate well with special needs students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary with staff, students and parents.
8. Demonstrate the ability to perform simple clerical tasks.
9. Demonstrate simple computer literacy, including keyboarding skills.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Have a willingness to learn and implement all components of the curriculum.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Must have the ability to collaboratively work with preschool teacher to provide services to 3 and 4 year old children.

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14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Preschool Instructional Assistant shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Preschool Instructional Assistant shall:

1. Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work.
2. Work with students individually and in small groups to assist with the learning of content and skills introduced by the Preschool teacher.
3. Observe student behavior and learning, communicating observations regularly with the Preschool teacher.

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4. Assist the teacher with clerical work, record keeping, and preparation of instructional materials, set up of Preschool centers, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.
5. Assist the Preschool teacher and students with cleanup from activities.
6. Assist students with movement among activities.
7. Assist students with the use of specialized equipment.
8. Assist the Preschool teacher with supervision of students.
9. Assist the Preschool teacher in communicating with parents.
10. Accompany and assist the Preschool teacher in supervision on approved instructional field trips.
11. Arrange furniture and equipment for various learning activities and experiences.
12. Maintain the orderly arrangement of materials and equipment within the classroom.
13. Assist children with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
14. Help young children with clothing, grooming, health habits, and bathroom activities.
15. Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
16. Assist the Preschool teacher in handling interruptions and emergencies.
17. Maintain a safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
18. Participate in appropriate in-service and workshop programs and attend required meetings.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
20. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
23. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal or designee shall evaluate the Preschool Instructional Assistant in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Michael E. Glascoe
Approved

1/17/08
Date