

## Monroe-Gregg School District Role Description



**Job Title: Preschool Paraprofessional**

**Location: Monrovia Elementary School**

**Job Group: Classified- Non- Exempt (Instructional Days)**

**Reports to: Principal/Director of Special Education; Responsible to Preschool Teacher**

Preschool paraprofessionals assist the preschool teachers with the daily instruction of students aged 3 (three) to five (5) years who are eligible for special education services and may also be English language learners. Weekly service hours are thirty-five (35) hours per week.

### **Essential Responsibilities:**

- Assists teachers in planning daily instructional goals, objectives, and curricular activities.
- Works under the direct supervision of and in close and frequent proximity to the teacher at all times.
- Provides students with individual assistance and instructional enforcement according to direction from teachers.
- Remains knowledgeable of students' special needs to help ensure the most effective interactions.
- Assists in the preparation of manipulatives, crafts, games, bulletin boards, and other instructional materials required for daily curricular activities.
- Improvises when necessary and is able to deviate from the lesson in a positive manner to support ever changing needs of the students.
- Escorts children to and from various rooms in a safe and organized manner.
- Assists teachers in the implementation of appropriate behavior correction and disciplinary measures required to maintain student health, welfare, and safety.
- Assists with toileting, diapering, and toilet training.
- Performs medical procedures as trained by the nurse, i.e., tube feeding, suctioning, etc.
- Facilitates student use of medical equipment and devices to include wheelchairs and mobility aids.
- Supervises student snacks to ensure the safety of the students.
- Helps to ensure a safe, healthy, inviting, and creative classroom environment for children by cleaning and disinfecting countertops and play spaces, sweeping, and changing out toys regularly.
- Supports student supervision by assisting with car rider duty, mid-day preschool bus supervision, morning/afternoon supervision, lunch/recess duty, etc.
- Substitutes for classroom teachers or other areas of the elementary school depending on building needs.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Serves as a positive role model for students from a variety of cultural, ethnic, and socio-economic backgrounds.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the teacher, director of special education, and/or principal regarding issues and concerns.
- Other duties as assigned by the teacher, director of special education and/or principal.

### **Essential Qualifications:**

- High school diploma or equivalent.
- Prior work experience with preschool aged children or students with special needs preferred.
- Must pass a criminal background check and drug screen per district policy.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time, stooping, running, and sitting on small chairs/floor.
- Bending at the waist, kneeling, or squatting to assist students.
- Dexterity of hands and fingers to operate standard classroom equipment.
- Hearing and speaking to exchange information.
- Ability to speak in a clear and loud voice to be heard in a noisy environment.
- Lifting, carrying, pushing, and pulling up to 60 pounds.

**Environmental Conditions:**

Works in a school building around others. The noise level is usually moderate but can arise to high volume during student behavior episodes. The employee has a greater than average risk of injury due to the physical demands of assisting small children with special needs. Exposure to blood and bodily fluids or tissues and communicable diseases is possible.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

---

Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*