

SCHOOL DISTRICT OF BAKER COUNTY
JOB DESCRIPTION

PARAPROFESSIONAL / PRE-KINDERGARTEN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Training in related areas and / or willing to complete training in working with Pre-Kindergarten students
- (3) Computer proficiency
- (4) Paraprofessional exam passing score or completed a minimum of 48 college credit hours

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO:

Teacher / Principal

JOB GOAL

To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

NOTE: Paraprofessionals may be assigned to ESE, Basic, Title I, Vocational Guidance, Media or assigned to perform clerical duties as needed to support school programs.

- *(1) Assist the teacher in preparing instructional materials and equipment.
- *(2) Assist the teacher in implementing classroom activities.
- *(3) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- *(4) Provide student supervision as required by the teacher or administrator.
- *(5) Perform assigned clerical and bookkeeping duties.
- *(6) Compile required data and enter into the computer.
- (7) Participate in training programs and in-service. (A minimum of 10 hours per year)
- *(8) Plan and organize appropriate instruction using guidelines established by the teacher or administrator.
- (9) Utilize classroom management techniques conducive to an effective classroom environment.

Paraprofessional / PRE-KINDERGARTRN (Continued)

- *(10) Maintain a clean and orderly environment for students.
- *(11) Operate instructional equipment effectively.
- *(12) Establish and maintain records and files pertinent to assigned program.
- (13) Assist in maintaining positive relationships between the school and parents.
- (14) Contact parents at the direction of teacher or administration.
- (15) Answer telephone, route calls and take messages as directed.
- (16) Serve as substitute for teacher as directed.
- *(17) Assist in assessing student progress as directed.
- (18) Maintain confidentiality regarding student information.
- (19) Assist students with personal hygiene and / or grooming if required.
- *(20) Use effective, positive interpersonal skills.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities