JOB DESCRIPTION

JOB TITLE: Paraeducator II: Preschool

Job Family: Instructional/Student Services

Range: 15

Purpose Statement/s: The job of "Paraeducator II: Preschool " is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of students, and relieving pre-school teachers of routine clerical tasks.

Essential Job Functions:

* **Assists** pre-school teachers in keeping children properly and constructively occupied so that they may maximize their learning experiences.
* **Assists** in controlling children's behavior and situations which develop between children.
* **Accompanies** teachers with home visits as needed.
* **Assists** with health care needs of children with special needs.
* **Assists** in planning activities and projects for children and stimulates children's interests.
* **Provides** children with leadership and examples.
* **Maintains** supplies that are needed and help keep rooms orderly and clean.
* **Accompanies** children on walks to park, at play or on field trips.
* **Helps** with snacks and lunches; oversees children resting.
* **Performs** record keeping and basic clerical functions to assist the teacher.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in various meetings for the purpose of sharing information and/or improving one's skills/knowledge.

Job Requirements - Qualifications:

* **Experience Required:** General background with some experience in working with and training pre-school age children. Some advanced training in the areas of pre-school or children's center activities and leadership is desirable.

* **Skills, Knowledge and/or Abilities Required:**

  Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, use English in verbal and written form, use correct grammar, punctuation, spelling and math.

  Knowledge of young children's interests and motivations. Activities and projects which will appeal to young children and further their learning; the psychology of pre-school children and their constructive control. Basic first aid procedures.

  Abilities to interest, lead and work with children constructively and treat fairly and objectively. Design or assist in designing activities and projects which will appeal to children and contribute to their learning. Significant physical abilities include

reaching/handling, talking/hearing conversations, near/far visual acuity. Ensure safety of children during activities.

***** **Education Required**: High School diploma; E.C.E. units as required by legislation.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score. A valid California Motor Vehicle Operator's license.