

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Early Childhood Aide (Instructional Paraprofessional) Certified (FLSA: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U. S. citizen or authorized alien.
- 2. Minimum age of 20 years.
- 3. Associate degree (or higher) **or** 48 semester hours minimum to include: English Composition - 3 hours; English/Reading - 6 hours, and Mathematics - 6 hours **or** current passing score on the Para Pro Assessment for Louisiana and high school diploma.
- 4. Exhibits effective written and oral expression as determined by written sample and oral interview.
- 5. Be willing to take part in Early Childhood Development Project in-service training.
- 6. Minimum of three (3) years experience as a paraprofessional in Early Childhood Development Program.
- 7. Sixty (60) hours of in-service training as prescribed by the St. Tammany Parish School Board.

REPORTS TO: Principal

JOB GOAL: To assist the Early Childhood teacher in providing an appropriate program for each student in the class.

JOB SUMMARY: This position is designed to perform tutorial duties and prepare materials for student use in Pre-school, Kindergarten, and Transitional First Grade classes and differs from that of the Early Childhood Aide (Instructional Paraprofessional) by the acquisition of sixty (60) hours of in-service training as prescribed by the St. Tammany Parish School Board.

ESSENTIAL JOB FUNCTIONS: The Early Childhood Aide (Instructional Paraprofessional) will perform his/her duties under the direct supervision of a teacher. The role of the Paraprofessional is to assist the teacher with teaching-related activities and non-teaching assignments. In all instances, these activities and assignments will have been planned by the teacher who is responsible for their management. The Paraprofessional assists and supports the teacher by carrying out delegated activities and assignments. In addition to clerical, housekeeping, monitorial, and other routine duties, the Paraprofessional can work in the classroom in direct involvement with students when the groundwork has been properly laid. She/he can tutor, monitor individual activities, operate audiovisual equipment, tell stories, play records, assist with testing, supervise projects, and assist with parent activities and workshops. At all times, the activities will be planned by a teacher.

PHYSICAL DEMANDS:

- 1. Possesses physical skills and stamina to perform job responsibilities.
- 2. Work requires occasional standing.
- 3. Must tolerate constant period of sitting throughout the shift.
- 4. Must tolerate frequent periods of walking throughout the shift.
- 5. Must on occasions lift and carry boxes, books, manuals, catalogues, files, records, etc.
- 6. Must be able to bend and stoop in performing job duties.
- 7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
- 8. Must handle numerous duties with both hands and fingers:

1. Fine Motor Skills

- 1. Typing
- 2. Copying
- 3. Adding machine
- 4. Computer
- 5. Filing
- 6. Binding
- 7. Filling out forms

2. Grasping

- 1. Manuals
- 2. Boxes
- 3. Journals

ADDITIONAL DUTIES AND RESPONSIBILITIES: All other duties shall be assigned by the principal or appropriate authority.

TERMS OF EMPLOYMENT: Nine months, unless employed in a summer program, salary in accordance with the current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

APPROVED BY: _____

Date: _____

**REVIEWED AND
AGREED TO BY:** _____
(Employee)

Date: _____

Employee’s Name (Please Print)

Employee Identification Number

Original– Human Resources Department

Copy- School

Copy - Employee