

Paraprofessional-Pre-Kindergarten Program Job Description

Reports to: Building Administrator

Approved: May 13, 2015

Revised: October 21, 2019

Reviewed:

Qualifications, Skills, and Abilities:

1. Educational level: Associate degree, 2 years (32 semester hours) of college, or having passed a paraprofessional qualifying test (Praxis).
2. Proficiency Skills: Written and oral communication skills. Knowledge of effective instructional techniques and strategies. Demonstration of fair and equitable classroom management skills.
3. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties. Punctual and reliable.

Job Summary:

Supervision of assigned students and assistance in the facilitation of the instructional program as directed.

Swan Valley School District #92 is dedicated to providing the best possible Pre-Kindergarten education and care for our children. As a school, it is our mission to create a learning environment that:

1. Awakens the child's spirit and imagination
2. Encourages a normal desire for independence
3. Fosters a high sense of self-esteem
4. Develops in all children, the qualities of kindness, courtesy, and self-discipline
5. Teaches children to observe, question and explore ideas independently
6. Helps children master social skills and knowledge

Major Duties and Responsibilities:

1. Patience: Young children can be loud, emotional and irrational. Preschool Pre-Kindergarten paraprofessional must be patient with young children who have a tough time expressing themselves or need lots of help learning skills.
2. Creativity: Keeping young children's attention requires creativity. Para needs to be able to think of new and innovative ways to engage children in learning.
3. Supports the teacher/supervisor in creating a learning environment and experience that addresses differentiation, learning styles, and meaningful instructional approaches.
4. Instructional Skills: Able to communicate difficult concepts to students in a way they understand is crucial, able to use a variety of instructional strategies.
5. Recognizes cultural diversity in dealing with students, parents, colleagues, and the community.
6. Maintains confidentiality of sensitive information and material; adheres to chain of command.
7. Maintains a professional appearance, as appropriate, for job responsibilities.

8. Engages in continued professional involvement through training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
9. Shows initiative and assumes responsibility for all aspects of job responsibilities, performs routine duties and tasks with little or no direct supervision.
10. Exhibits time on task, a flexible, cooperative, and hard working attitude.
11. Takes direction readily in a cooperative manner, from the supervisor.
12. Provides adequate supervision of students at all times.
13. Disciplines students with fairness and equity.
14. Assists in student assessment, grading work and tests and data collection.
15. Assists in routine record-keeping and prepares learning summary reports to parents four times a year under the supervision of building administrator.
16. Prepares instructional materials according to supervising teacher's lesson plans.
17. Locates, procures, operates and returns needed equipment.
18. Demonstrates loyalty to the school, school system and administrators.
19. Enhances the climate of the building and the morale of colleagues.
20. Interacts in a professional, effective manner with colleagues, parents, and other members of the community to support students' learning and well-being.
21. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
22. Performs other duties as assigned by the supervisor.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator in conformance with federal and state law, administrative rules, and Board policy.

Note:

Classified employees are those non-certificated employees who are employed by the District or personnel hired in positions which do not require certification. With the exception of those classified employees who are hired for a stated specified time, all classified employees shall be regarded as "at-will" employees and may be dismissed at the will of either party and the employment relationship may be terminated at any time for any or no reason (so long as the same does not violate public policy or violate any other provision of law).

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code