

JOB DESCRIPTION

PRESCHOOL PARAEDUCATOR

Class Code: 7317

TITLE: Preschool Paraeducator
Grade 13

REPORTS TO: Principal

SUPERVISES: N/A

JOB FUNCTION: Assist a certified teacher in planning and implementing instructional practices with preschool individual children or small groups; maintaining a safe and supportive instructional environment, monitoring and reporting student progress, and communicating and collaborating with teachers and other professionals to ensure preschool students obtain quality instruction.

Commented [SW1]: I incorporated several components from the special ed para job function that pertain to preschool paras.

DUTIES AND RESPONSIBILITIES:

- Work with students (individually or in small groups) with or without a disabilities, reinforcing and implementing instruction as directed by the teacher; maintain records of student progress.
- Implement strategies and procedures developed by teachers to maintain safe, supportive, and inclusive learning environments
- Based on program and student needs, assist teachers and related service professionals in carrying out tube feeding, catheterization, toileting, diapering (including lifting), administering medication, feeding, positioning and other health related procedures required by students who have special health care needs, and maintain appropriate records of these activities.
- Participate as member of an instructional team; develop appropriate relationships with parents/families and team members. Contribute relevant, objective information to teachers and other school professionals to facilitate planning, problem solving, and decision-making processes across all relevant settings.
- Monitor and transport students to and from activities and non-academic learning environments (i.e., lunchrooms, playgrounds, buses) and assist in preparation as required.

Commented [SW2]: Taken from special ed para job description

Commented [SW3]: Taken from special ed para job description

Commented [SW4]: Taken from special ed para job description.

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- Prepare and organize lessons as directed by the teacher; administer and score a variety of assessments according to established guidelines;
- Under the guidance and supervision of a teacher, effectively implement learning strategies, prompting procedures, and other systematic instructional procedures using a variety of instructional grouping arrangements.
- Assist in administering diagnostic and other assessments; score and record assessment information; read, understand and assist in implementing, recording and monitoring student's IEP. Report concerns to teacher when they arise.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior to teacher.
- Implement teacher-developed behavior plans and techniques that adhere to the laws, regulations, and procedural safeguards (safe crisis management) concerning the management of student behaviors. Includes lifting up to 50 pounds and/or restraining students if necessary. Record data and monitor progress on behavior goals as directed by teacher.
- Assist teaches and other professionals in maintaining student records required by federal and state law and regulations and Fayette County Public School' Policies and Procedures.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Use grammatically correct language which includes age-appropriate vocabulary, first person language, appropriate tone of voice, and reinforcement procedures.
- Direct group activities of students as assigned, assist in meal time duties as assigned, assist in emergency drills, gross motor activities, assemblies, family activities as assigned.
- Maintain confidentiality of individual students and their families, as well as all student educational records.

Commented [SW5]: Taken from special ed para job description.

Commented [SW6]: Wording taken from special ed para job description.

Commented [SW7]: Taken from special ed job description.

Commented [SW8]: Taken from special ed para job description.

Commented [SW9]: Taken from special ed para job description.

Commented [SW10]: Majority taken from special ed para job description. Word smithed to fit preschool needs. (These are bolded.)

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- Participate with administrators, consultants, and/or other professionals in designing and implementing comprehensive professional development activities for paraprofessionals.
- Assist students by providing proper examples (positive attitude, caring attitude, good rapport with other staff members), emotional support, a friendly attitude and general guidance.
- Provide support to the teacher and student by creating an environment that is conducive to learning. If instruction is being hindered because a student's behavior is distracting, implement guidelines given by the teacher. (Take the student from a walk, take student to the bathroom, remind student of behavioral expectations.)
- Perform assigned responsibilities under the supervision of a teacher in a professional and ethical manner established by the district, agency, state, or professional organization.
- Conference with the teacher and instructional team (when necessary) concerning programs and materials to meet the student's needs. Also, discuss with the teacher concerns that need to be shared with the parent. It is the teacher's responsibility to communicate academic/behavioral/instructional concerns with the family.
- Assure the health and safety of students by following health and safety practices including CPR and 1st Aid Certification and regulations including PBIS and de-escalation techniques. May require annual training and re-certification in safe crisis management.
- Maintain regular attendance. Report your absences to the teacher (and supervisor if directed) and in the absence reporting system as specified by the district.
- Assist students in such physical tasks as putting on and taking off of outer wear, moving from room to room, using the lavatory(toileting and diapering) ; assist students in getting on and off the bus (loading/unloading)
- Assist in contacting parents/families of students who are absent; make home visits with school staff.
- Participate in meetings and in-service training programs as assigned. 18 hours of professional development is required per year.
- Perform other duties as assigned.

Commented [SW11]: Taken from special ed para job description.

Commented [SW12]: Taken from special ed para job description.

Commented [SW13]: Taken from special ed para job description.

Commented [SW14]: Taken from special ed para job description. Last section was word smithed for preschool. It's bolded.

Commented [SW15]: Taken from the special ed para job description. Word smithed for preschool. These are bolded.

Commented [SW16]: Taken from special ed para job description.

Commented [SW17]: Taken from special ed job description. Bolded was included for Preschool.

Commented [SW18]: Already listed.

Commented [SW19]: Already listed.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents & families, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and preschool program activities.
- Work cooperatively with others.
- Monitor, observe and report student behavior according to approved policies and procedures.
- Operate instructional and office equipment.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching, running.
- Requires the ability to lift, carry, push or pull medium weights, one third of your body weight, not to exceed 50 pounds

Commented [SW20]: As listed on the special ed para job description.

JOB DESCRIPTION

PRESCHOOL PARAEDUCATOR

EDUCATION AND EXPERIENCE:

- Experience working with young children in an organized setting and some instructional experience in a classroom environment working with children with and without special needs and children and families from multi-cultural and multi-ethnic backgrounds.
- Child Development Associates (CDA) or Associates Degree or Bachelor's Degree in Early Childhood Education or Bachelor's Degree in Child and Family Studies

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver's License
- Minimum 48 college credit hours or successful completion of the Kentucky Para educator Assessment
- Experience working with young children in an organized setting and some instructional experience in a classroom environment working with children and parents with and without special needs, multi-cultural and multi-ethnic backgrounds

Commented [SW21]: KY Preschool Regs require a minimum of a CDA. With this requirement, are the 48 hours or the completion of the Para Assessment needed?

Commented [SW22]: KY Preschool Regs require a minimum of a CDA.
Additional comment added 9.30.15; the requirement is not yet regulatory, but is being push forward.

Commented [SW23]: Added 9.30.15

Commented [SW24]: Added 9.30.15 to be consistent with policy

Original Date: 01/1999

Revision Date: 05/2002

Revision Date: 09/2003

Revision Date: 07/2011

Revision Date: 07/2012

Revision Date: 05/2015