TITLE: **Para Educator Preschool**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has and maintains certification in American Red Cross/American Heart Association CPR and First Aid
3. (Applies to Title I schools only) Completed two (2) years of study at an institution of higher education; or
4. (Applies to Title I schools only) Obtained an associate’s degree (or higher); or
5. (Applies to Title I schools only) Met rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing and mathematics (or, as appropriate, reading readiness, writing readiness and mathematics readiness)
6. Has demonstrated the ability or potential to communicate and work effectively with students, parents, and staff
7. Has experience working with children in an organized setting

RESPONSIBLE TO: Principal/Preschool Teacher

JOB GOAL: To assist the teacher in creating and facilitating a developmentally appropriate and responsive environment to meet the needs of each child and of the classroom group as a whole; to serve as a supportive resource to each child’s family.

PERFORMANCE RESPONSIBILITIES:

1. Assist teacher in planning and implementing a developmentally appropriate program for children based on the High Scope model and incorporating successful strategies from other early childhood and special education methods

\* Assist physically disabled students (feed, position, toileting)

\* Work to integrate special needs children into each activity focusing on embedding skills in the daily routine

\* Participate actively in circle time activities with the group

\* Help students with concepts presented by the teacher

\* Listen to students retell stories and picture read

\* Read to students

\* Facilitate small-group activities

\* Assist children in making choices and problem solving

\* Help students work on projects

1. Help students select books and activities
2. Help students explore interests
3. Assist students with meals
4. Model and encourage appropriate language skills
5. Assist the teacher in planning an environment and providing experiences which address all areas of child development
6. Assist the teacher in monitoring child progress through a variety of data recording methods, which may include; anecdotal observations, videotaping, portfolio, Whole Child Indicator, or other assessment protocols
7. Assist the teacher in evaluating on a regular basis through classroom and full staff meetings, strengths and weaknesses of the program
8. Assist the teacher in maintaining a clean, safe, and inviting environment in which children can develop optimally
9. Model mature and professional behavior for children, staff and families
10. Assist in developing and implementing the Individual Education Plan (IEP) for children with disabilities
11. Participate *annually* in at least 18 hours of professional development activities provided by the District and other self-elected professional growth activities
12. Accompany teacher on home visits when appropriate
13. Assist child with special needs such as toileting, feeding and lifting
14. Assist teacher in maintaining age appropriate discipline
15. Maintain compliance with all local, state, and federal regulations and follow established program policies and procedures
16. Maintain child’s records and maintain confidentiality of records, family Contacts, preschool activities and information received from other agencies
17. Assist in developmental screening and assessment activities as appropriate
18. Accompany children to and from the busses
19. Alert teacher of any problem or special information about an individual child
20. Perform routing clerical duties, such as preparation of instructional and classroom materials; operation of copy machine; maintain classroom records; and maintain attendance records

SPECIFIC RESPONSIBILITIES OF THE FAMILY AND COMMUNICATIONS ASSISTANT:

1. Schedule and monitor home visits with the teacher and parents to ensure all students have a minimum of two home visits and one parent conference at school
2. Maintain copies of home visit forms for each child
3. Monitor parent contacts to ensure communication with parents is frequent
4. Prepare weekly or monthly newsletters and any parent information letters regarding trips, happenings, etc. with the assistance of the teacher
5. Label and log new equipment and materials
6. Assist the Record/Health assistant with her responsibilities

SPECIFIC RESPONSIBILITIES OF THE RECORDS/HEALTH ASSISTANT

1. Maintain the permanent records on all students in the classroom to ensure their organization and completeness
2. Maintain a control sheet on all students to keep record of immunizations and other required paperwork
3. Contact parents if information is inadequate and request necessary information
4. Maintain attendance records and lunch count and keep up to date class roster. Submit class roster to preschool consultant’s office monthly
5. Maintain an up-to-date control sheet on vision and hearing screening and follow-up treatment
6. Maintain supply list and prepare purchase order for health supplies, garbage can liners, disinfectant spray, personal protection supplies, soap, etc.
7. Perform any additional duties assigned by the preschool teacher or principal

TERMS OF EMPLOYMENT:

* Hourly (Grade 04)
* 6.5 hrs. per day
* 32.5 hrs. per wk.
* 180 days
* 9 ¼ months
* Board approved 8-8-02, Revised 6/9/2016