

Designated Classified Preschool Substitute

- QUALIFICATIONS:** High School Diploma or equivalent
- REPORTS TO:** Principal
- SUPERVISES:** Not Applicable
- JOB GOAL:** To enable each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Making instructional materials and aids.
2. Escorting children to and from lunchroom and help with lunchroom duties.
3. Errands and other miscellaneous chores.
4. Typing master copies, tests and reports. Keeping records of dues, fees and sell school supplies.
5. Requesting and distributing of supplies.
6. Helping with library duties.
7. Keeping lab orderly and clean.
8. Making posters and bulletin boards that follow class projects.
9. Gathering hands-on materials that go with project or lessons that carry over to regular classroom.
10. Trouble shooting minor repairs of computer equipment.
11. Talk with teachers and integrate lab with classroom under direct supervision of regular classroom teacher
12. Research software to go with projects and classroom instruction.
13. Load programs on hard drives when necessary and appropriate.
14. Lifting and moving materials.
15. Assisting special needs students with accommodations (includes but not limited to health issues, self-help, transporting, lifting).
16. Under the direct supervision of the teacher in the classroom environment, may work with small groups of students on teacher-directed activities.
17. Assist the bus driver in maintaining discipline on school bus; monitor and assist students while bus is in operation.
18. Consult with and assist bus driver in documentation of student information, recordkeeping and completing route surveys.
19. Assist parents and school personnel with safe loading and unloading of students.
20. Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
21. Maintain current knowledge of Emergency Evacuation procedures.
22. Attend Professional Development meetings and training courses.
23. Perform related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work day to be established by the Board. Pay will be based on the paraprofessional pay scale.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Substitute Teachers Handbook.

