

SCHOOL DISTRICT OF LAFAYETTE COUNTY

PARAPROFESSIONAL-Early Childhood

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Shall be duly qualified as a high school graduate and have an AA; AS; AAS degree or a minimum of 60 college credit hours, or a passing score on the ParaPro examination.
- (2) Possess Child Development Associate (CDA) Certificate if required.
- (3) If VPK para position, must possess 40 hours of DCF training.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the human interaction and conflict resolution. Ability to work with students, parents, school personnel and employees. Possess basic English and mathematics skills. Ability to follow written and verbal instructions. Ability to perform clerical tasks. Ability to communicate effectively both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to use basic computer hardware and software. Ability to carry out job responsibilities and handle sensitive information in a confidential manner.

REPORTS TO:

Principal or appropriate program director

JOB GOAL

To assist the young children and their families by performing assigned tasks in order to provide a quality educational program for preschool students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparations

- * (1) Assist in preparing materials and equipment for direct instructional activity, including locating, copying, collating, distributing and/or grouping materials to support instructional activities.
- * (2) Schedule time and space for specialized instructional programs.
- * (3) Examine long- and short-range unit plans and goals and anticipate the need for specific supplies and materials.
- * (4) Follow appropriate training, lead small group activities in an atmosphere where young children are actively engaged in meaningful learning experiences.
- * (5) Change curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
- * (6) Maintain a clean and orderly environment for students and families.

PARAPROFESSIONAL (Continued)

Administrative/Management

- * (7) Following appropriate training, provide student supervision as assigned.
- * (8) Assist in maintaining the security of records, materials and equipment.
- * (9) Assist the enforcement of rules and the maintenance of appropriate records.

Assessment/Evaluation

- * (10) Assist in assessing student progress as directed.
- * (11) Assist in evaluating program effectiveness.
- * (12) Assist as assigned in the collection of assessment data from a variety of sources and in compiling and organizing data for review.

Intervention/Direct Services

- * (13) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- * (14) Assist students and families with personal hygiene, health and safety issues or grooming as required.
- * (15) Use classroom management techniques conducive to an effective classroom environment.
- * (16) Perform assigned clerical and bookkeeping duties.
- * (17) Prepare and maintain requested/required reports and records.

Collaboration

- * (18) Work closely with teachers or other professionals to create a quality instructional environment.
- * (19) Assist in maintaining positive relationships between the school and parents.
- * (20) Demonstrate support for the School District and its goals and priorities and the Safe Schools/Healthy Students project.
- * (21) Communicate effectively with teachers, parents, staff and community as required.
- * (22) Respond to inquiries and concerns in a timely manner.

Staff Development

- * (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (24) Assist peers in acquiring knowledge and understanding related to area of responsibility.
- * (25) Keep abreast of trends and changes in educational programs related to assignment.

Professional Responsibilities

- * (26) Maintain confidentiality regarding school matters.
 - * (27) Exhibit interpersonal skills to work as an effective team member.
 - * (28) Recognize and remain sensitive to the individual needs and differences of students and adjust service delivery accordingly.
 - * (29) Perform job responsibilities in a timely and consistent manner.
 - * (30) Model and maintain high ethical standards.
 - * (31) Follow attendance, punctuality and proper dress rules.
 - * (32) Understands and fulfills specific program requirements.
- Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PARAPROFESSIONAL (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force regularly to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.