

JOB TITLE: Paraprofessional – Early Childhood Education

REPORTS TO: Teacher and Principal

JOB SUMMARY: To assist the teacher and/or other school personnel by performing assigned tasks.

SUPERVISES: N/A

QUALIFICATIONS:

- **Educational Level:** Associates Degree or higher or sixty semester hours of college credit from an accredited educational institution or passing score on the Paraprofessional Assessment (Georgia Assessments for the Certification of Educators) to meet the No Child Left Behind (NCLB) requirements.
- **Certification/License Required:**
 - Valid Paraprofessional Certificate issued by Georgia Professional Standards Commission.
 - Training or experience in working with children.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to relate and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and Mathematic skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to perform clerical tasks. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to be flexible. Ability to maintain confidentiality.

PRIMARY JOB RESPONSIBILITIES:

1. Administers standardized and informal tests and assists in pupil profiles, if requested.
2. Corrects homework and class work, noting and reporting weak areas.
3. Observes child behavior and writes reports.
4. Prepares informal tests and evaluative instruments, if requested.
5. Collects and arranges displays for teaching purposes.
6. Prepares special learning materials to meet individual differences, develops study guides, tapes, and reading assignments for less able readers.
7. Teaches small class groups about a simple understanding, skill or appreciation.
8. Tutors individual children.
9. Reviews, summarizes and evaluates learning.
10. Helps pupils who are absent to get caught up with class work.
11. Assists children with written composition, spelling, punctuation, and grammar.

ECHOLS COUNTY SCHOOLS
JOB DESCRIPTION

12. Instructs children in a safe environment and in the proper use of tools.
13. Teaches etiquette and good manners.
14. Assists teacher with special demonstrations in the classroom.
15. Reads and tells stories.
16. Supervises children staying after school.
17. Supervises children's laboratory work.
18. Places written work on the dry erase board.
19. Gathers supplementary books and materials for instruction.
20. Builds up resource collections.
21. Obtains special materials for projects.
22. Helps supervise children in the hall, classroom, lunchroom, and on the playground.
23. Monitors the classroom when the teacher has to leave for brief periods.
24. Assists with activities and projects.
25. Prepares A-V materials.
26. Prepares introduction to give children when viewing A-V materials.
27. Supervises children in the library.
28. Checks out library books in the Media Center for children and/or teacher.
29. Helps in making arrangements for field trips.
30. Confers with teacher and Principal about specific children.
31. Assists committees engaged in special projects, constructing, research, or experimenting.
32. Helps settle children's disputes and quarrels.
33. Sets up classroom exhibits.
34. Sets up and operates instructional equipment.
35. Supervises children on field trips.
36. Collects money for field trips and dues, if requested.
37. Files correspondence and other reports in children's records.
38. Keeps inventory of classroom stock, equipment, books, and instructional supplies.
39. Manages classroom library.
40. Attends approved training sessions, staff development activities, and required meetings.
41. Sets up and maintains seating charts, if requested.
42. Types teacher correspondence for distribution to parents, if requested.
43. Types, duplicates, and collates instructional material.
44. Duplicates children's writings and other works.
45. Types and duplicates exams.
46. Keeps and maintains a folder of representative work for each child, if requested.
47. Compiles information for teacher reports.
48. Prepares bulletins for parents to explain school programs, events, and rules.
49. Prepares and supervises student work areas.
50. Keeps bulletin boards current and neat.
51. Maintains clean instructional environment and prepares for following day's activities.
52. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

MEDIUM WORK: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent on the System’s approved salary schedule. Length of work year and hours of employment shall be established by the System.

EVALUATION:

Performance of this job will be evaluated by the Principal and Teacher.

EMPLOYEE STATEMENT:

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date