

TITLE: Pre-school Paraprofessional

QUALIFICATIONS:

1. High School diploma
2. Experience working with children Able to lift 50 pounds.
3. Demonstrated aptitude for the work performed.
4. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

REPORTS TO: Communication Education Director
Family Center Coordinator

JOB GOAL:

1. Provide the necessary assistance for the students to have a rewarding educational experience.
2. To maintain a safe and positive pre-school environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervise students in pre-school classes.
2. Assist teachers in classroom preparation, clean-up, activities with children, and other duties as needed.
3. Work cooperatively with Family Center Staff.
4. Maintain confidentiality as per mandated data privacy laws.
5. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.