

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Paraprofessional, Pre-kindergarten	Job Code: 55051
Job Classification:	07 Regular Classroom Teachers	EEO Line: 22
Job Class Category:	A Instructional Personnel	Job Description Supplement Code: 10
Reports to:	Principal	Salary Locator: Instructional Schedule

PCSD position that falls under this description: Pre-K Associate

SUMMARY:

To provide an appropriate educational atmosphere which encourages positive student learning and to participate in a dynamic setting with other classroom teachers, administrators, curriculum specialists and other staff members in the development and implementation of the school's programs and District's goals.

QUALIFICATIONS:

- (1) CDA or equivalent OR AA degree in Early Childhood Education OR AA degree with at least 6 hours in child development
- (2) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to meet with and instruct assigned classes in the assigned location at the designated times; being punctual and dependable
- (4) Ability to utilize technology in facilitating instruction
- (5) Knowledge and understanding of State of Florida standards for Kindergarten
- (6) Knowledge of Early Childhood Development milestones
- (7) Ability to prepare students for success in Kindergarten
- (8) Knowledge of varied learning styles and skill in using varied teaching methods to address student learning styles
- (9) Skill in oral and written communication with students, parents and others
- (10) Ability to plan and implement activities for maximum effectiveness
- (11) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (12) Ability to utilize in-class assessments to shape lessons and drive instruction
- (13) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations
- (14) Proven record of achievement as evidenced by student work, learning and data
- (15) Ability to incorporate student curriculum and Common Core Standards for grade level taught and do the intellectual work needed to deliver instruction at a high level.
- (16) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum

- (6) Provide differentiated instruction (individualized and small group instruction)
- (7) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (8) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (9) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (10) Establish a professional rapport with students that earns their respect.
- (11) Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- (12) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (13) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (14) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (15) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (16) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (17) Attend required staff meetings and serve, as appropriate, on staff committees.
- (18) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (19) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (20) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (21) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (22) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (23) Communicate with parents and school counselors on pupil progress
- (24) Perform any other duties as assigned by Principal(s)

PHYSICAL REQUIREMENTS:

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

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004
Amended: May 20, 2014