

Job Title: Paraprofessional Pre-K**Wage/Hour Status:** Hourly**Reports to:** Certified Teacher and Principal**Pay Grade:** 902**Dept. /School:** Assigned Campus**Date Revised:** July 11, 2023**Primary Purpose**

Work under the supervision of and assist the teacher in the preparation and management of classroom activities and administrative requirements.

Qualifications**Education/Certification**

High School Diploma/GED, or higher education from an accredited institution of higher education

AND

Minimum of 48 credit hours from an accredited institution of higher education OR Passing score on the ParaPro Assessment

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to work with children and adults
- Ability to follow verbal and written instructions
- Good organization, communication and interpersonal skills

Experience

Experience working with students and parents

Major Responsibilities and Duties

1. Assist the teacher with the instruction and concept development of children in their first language.
2. Provide individual and group, follow-up and reinforce activities as directed by the teacher.
3. Model good oral language.
4. Interact with children at learning centers.
5. Reinforce the teacher's discipline plan and assist with maintaining a comfortable learning environment.
6. Assist students with new orientation to the school and class.
7. Assist the teacher prepare learning materials, bulletin boards and learning centers.
8. Assist teacher in monitoring students' behavior.
9. Assist substitute teachers.
10. Assist in supervising arrival, departure, lunchroom behavior, and playground activities.
11. Duplicate materials for classroom use.
12. Operate audio-visual equipment.
13. Assist the teacher in maintenance of cleanliness and orderliness of classroom.
14. Assist students with the development of personal health, hygiene, and dressing skills.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Instructional aids, audio-visual equipment, copier, computer, and fax machine.

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, works with frequent interruptions. Frequent standing, stooping, bending, and kneeling. Maybe required to lift 20 pounds or more.

Terms of Employment

184 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

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Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 for employees may be referred to the District compliance officer, Rosa Ramos at 230-2031; Application of Titles VI, VII, IX, and Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.