

TITLE:**PARAPROFESSIONAL, INSTRUCTIONAL
(PRE-KINDERGARTEN)**

FLSA: Non-Exempt

QUALIFICATIONS:

1. Meet State of Florida Department of Children & Families child care personnel training requirement through:
 - A. An active Child Development Associate (CDA) Credential.
 - B. Formal educational qualifications:
 1. B.A., B.S. or advanced degree in early childhood education/child development, prekindergarten or primary education, preschool education, family and consumer sciences (formerly home economics/child development) or elementary education with certification to teach any age birth through 6th grade. (Certification does not have to be current), or
 2. A.S. or A.A. degree in child development, or
 3. Associate degree or higher with six (6) college credit hours in early childhood/child development plus 480 hours experience in a child care setting serving children from birth through eight years of age.
 - C. An active State-Approved CDA Equivalency Credential.
 - D. An active Florida School-Age Credential.
2. Completed at least 2 years of study at an institution of higher education or obtained an associate's (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instruction, reading, writing, and mathematics.
3. Must be able to relate well with pre-kindergarten children.
4. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal/Teacher**JOB GOAL:** To assist the teacher(s) and/ or other school personnel by performing assigned tasks in order to provide a quality educational program for students.**PERFORMANCE RESPONSIBILITIES:** * Essential Performance Responsibilities

- * 1. Maintain a clean and orderly environment for students.
- * 2. Maintain confidentiality regarding student information.
- * 3. Assist students with personal hygiene and/ or grooming if required.
- * 4. Assist teacher in correcting student classwork and homework.
- * 5. Work with children identified under Voluntary Pre-Kindergarten educational programming, and provide educational instruction consistent with Voluntary Pre-Kindergarten provisions.
- * 6. Monitor activities and behavior of children during and in the absence of classroom teachers to ensure the physical and environmental safekeeping of students, as well as adherence to appropriate conduct and disciplinary controls.
- * 7. Assist teachers in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to students.
- * 8. Provide instruction to students as prescribed by the supervising teacher and reinforce skills introduced by the teacher; may utilize games, stories, or other constructive activities to enhance students' learning skills.
- * 9. Assist teachers in checking and objectively evaluating students' work; teaching students individually and in small groups reinforcing skills based upon instructional guidelines.
- * 10. Assist in managing student behavior and maintaining classroom order; reinforce rules of the school and classroom.
- * 11. Assist with assessment activities.
- * 12. Prepare or assist in the preparation of instructional materials.
- * 13. Assist teachers with implementing and monitoring student literacy centers.
- * 14. Assist in preparing classroom bulletin boards, classroom decorations, displays of student activities, and other classroom objectives.
- 15. Performing any other duties as assigned by the teacher(s) or principal.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

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The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually moderate.

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 Board.

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