LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PARAPROFESSIONAL-PRESCHOOL

BASIC FUNCTION:
Under the direction of assigned manager, assists a preschool teacher in reinforcing instruction and in the supervision of individual or small groups of students in a preschool classroom environment; assists in the preparation of instructional materials and implementation of lesson plans; performs routine clerical and supportive tasks for instructional personnel.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:
Assists a preschool teacher in reinforcing instruction to individual or small groups of students in a preschool classroom environment; assist in the preparation of instructional materials and implementation of lesson plans and instructional programs.

Assists students with learning activities; assure student understanding of classroom rules and procedures; assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Assists students with personal hygiene and grooming as required; assists students with eating activities; assist children with who have experienced toileting accidents; assists students with performing and developing self-help and social skills.

Assists the teacher with data collection and observations for Desired Results Development profile (DRDP).

Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner; sanitizes and disinfects toys, tables, chairs and other classroom surfaces.

Observes and controls behavior of students in the classroom according to approved procedures; assists in the supervision of preschool students and observes student behavior during meal and snack times, recess, field trips, assemblies, library, bus loading/unloading and other school activities as directed; reports progress regarding student performance and behavior to the Preschool Teacher.

Operates a variety of classroom, playground and office equipment including a copier, a computer and assigned software as assigned.

Performs a variety of clerical duties in support of classroom activities such as preparing, duplicating and filing instructional materials; maintains student records and files as assigned.

Performs routine first aid and seek assistance for serious illness or injuries.

Provides classroom support to the teacher by setting up work areas, learning centers, bulletin boards, displays, and distributing and collecting paper, supplies and materials.

Reads books to students; assists students with letter and word pronunciation and recognition.

Tutors individual or small groups of students, reinforcing instruction, learning and play experiences as directed by the teacher; monitors and oversees student drills, practices and assignments.

Uses positive reinforcement strategies and other approved techniques to assist students in the development of appropriate behaviors.

OTHER DUTIES:
Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Basic instructional methods and techniques.
General preschool classroom procedures and equipment.
Concepts of child growth, development and behavior characteristics of preschool-age children.
Safe practices in preschool classroom activities.
Basic Early childhood subjects taught in local schools including arithmetic, grammar, spelling, language and reading.
Early childhood behavior management strategies and techniques.
Desired Results Developmental Profile (DRDP) student assessment.
Correct English grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of standard office, classroom and playground equipment.
Routine record keeping techniques.
Typical playground games and activities.

ABILITY TO:
Assist with instruction and related activities in a preschool classroom.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Assist in the preparation of instructional materials and implementation of lesson plans.
Perform a variety of clerical duties including filing and duplicating materials.
Read books to students and assist with reading and writing activities as assigned.
Provide supervision, care and learning activities to preschool-age children in a classroom environment.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Assist students with dressing, toileting, diapering, feeding and grooming.
Demonstrate a patient, receptive, and empathetic attitude toward children.
Communicate effectively both orally and in writing.
Observe and control student behavior according to approved policies and procedures.
Operate standard office, classroom and playground equipment.
Observe health and safety regulations.
Explain and interpret assignment directions to students.
Administer First Aid/CPR as necessary.
Perform work with constant interruptions.
Preparing and maintaining accurate records.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school or equivalent GED and 12 units of college credits in child development classes and a minimum of 50 days of related work experience of at least 3 hours per day within the last two years. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:
Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certificate issued by an authorized agency.
State Bill 792 (SB 792) requires employees at child care facilities to be immunized against influenza, pertussis, and measles. Additionally, between August 1 and December 1 of each year, employees and volunteers must receive an influenza vaccine or submit an opt-out declaration.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor/Classroom Environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.

FLSA Status	**Approval Date**
Non Exempt	3/01/08, 4/01/08; 7/26/10; 6/22/15, 9/28/17