



# Sacaton School District #18

## JOB DESCRIPTION

JOB TITLE: **Preschool Paraprofessional**

Position Type: **Paraprofessional**

Salary Schedule: **Classified**

Term of Employment: **9 months**

Approved by: **Sacaton Governing Board**

Department: **Elementary School**

Reports to: **Director of ESS**

Location: **Elementary School**

Hours: **7:30 a.m.-3:30 p.m.**

**Applicants must score a minimum of 80% on the structured interview process to be considered for employment.**

### **POSITION SUMMARY**

Work with children with and without disabilities, including, delays in cognition, social/emotional skills, adaptive, physical, and communication skills in an inclusive preschool program. To support a flexible inclusive preschool program and class environment favorable to learning and personal growth of pupils; to motivate pupils to develop speech abilities, attitudes, skills, and knowledge needed to provide a good foundation for further participation in the total school program, in accordance with each pupil's ability; to establish good relationships with other staff members.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**JOB GOAL:** To support the mission of the district goals, procedures, and policies in the best interest of the student by professionally carrying out assigned duties and participating in the improvement and refinement of related areas. To coordinate program resources to promote the educational development of each student.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have the authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- High school degree or equivalent (G.E.D.)
- Successful completion of paraprofessional exam or 60 hours post-graduation education required
- One to three months related experience and/or training preferred.

### **REQUIREMENTS:**

- Adheres to the District vision, mission, core values and goals in collaboration with staff.
- Demonstrates the ability and desire to provide outstanding service to students and families.
- Demonstrates a high regard for confidential and sensitive information.

### **ESSENTIAL FUNCTIONS:**

- Assists the preschool teacher all aspects of the preschool curriculum.
- Supports Individualized Education Plans, as needed.
- Participates in IEP meetings, as needed.

- Implements Quality First and First Things First guidelines to ensure compliance with requirements of early education program.
- Assists with administering Brigance Screen Data Sheets at appropriate age levels three times a year (beginning of year, middle of year, end of year).
- Assists with providing learning experiences in the development of skills in the following areas: language arts phonemic awareness, communication, self-help, physical, art, music, health, social/emotional, and math.
- Assists with the collection of data for Teaching Strategies Gold by deadlines quarterly.
- Uses instructional materials suitable for verbal, visual, and hands-on instruction of pupils with wide range of mental, physical, and emotional maturities.
- Encourages each student to express themselves creatively in art, music and dramatic play.
- Assists with providing individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills, and development of satisfactory self-concept.
- Provides support and supervision in the classroom, on field trips, in cafeteria during breakfast and lunch, on the playground, and walking students to activities on campus.
- Collaborates with the preschool team on lesson planning and daily activities.
- Provides and supports and appropriate climate to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Participates in in-service education activities and self-selected professional growth activities.
- Performs other duties as assigned.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Provide outstanding customer service.
- Maintain a well-groomed appearance and follow the SESD dress code.
- Comply with District's attendance standards as described in established guidelines.
- Highly organized with the ability to multi-task under time constraints.
- Filing/retrieval and proofreading skills.
- Detailed-oriented, and self-motivated.
- Work independently with minimal supervision and/or assistance.
- Excellent written and oral communication skills.
- Excellent memory and ability to function well under stress.
- Demonstrate a high regard for confidential and sensitive information.
- Demonstrate flexibility, common sense, and good judgment.
- Ability to keep abreast of information pertinent to the job.
- Read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Write routine reports and correspondence.
- Add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals.
- Basic word processing, e-mail, and spreadsheet software skills.
- Meet any additional specific job requirements as indicated by the department.
- Assist other personnel as may be required to support them in the completion of their work activities.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*