

Somerset County Public Schools

Job Description

Job Title: Early Childhood Paraprofessional
Department: Curriculum and Instruction
Reports To: Building Principal
FLSA Status: Non-Exempt
Prepared By: Beth Whitelock
Prepared Date: April 4, 2022
Approved By: Superintendent
Approved Date: April 4, 2022
Revised Date:

I. Summary

An employee in this classification, under the direction of the classroom teacher, assists the classroom teacher in performing various instructional related activities and non-teaching assignments. These activities and assignments are planned by the classroom teacher.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the classroom teacher, Early Childhood Supervisor, building administrator or other member of the instructional team.

- Collaborates with teacher to discuss planning the daily lessons and instructional program.
- Brings to the classroom teacher any unique problems of the individual student.
- Works with students on an individual basis or in small groups.
- Maintains a list of all students that he/she is working with and keeps related statistics.
- Reinforces classroom instruction and management.
- Maintains a secure and orderly child center environment.
- Plays a positive role with children encouraging them in their work and understanding of their individualized needs.
- Assists with designated non-instructional tasks as prescribed by the teacher.
- Provides intervention as needed in the instructional program.
- Carries out the implementation of a course of study as prescribed by the assigned teacher.
- Participates in meetings regarding program planning and student progress as appropriate.
- Implements a behavior management program under the supervision of assigned teacher if required.
- Serves on various school assignments if required such as hall duty, recess duty, lunchroom duty, etc.

III. Qualifications

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.

A. Education and/or Experience

All individuals in this job classification must have a high school diploma and have met one of the following standards:

- Associates Degree or Higher, or
- Documentation of a CDA, or
- Enrolled in a program to receive CDA or AA by the 2025-2026 school year.

B. Language Skills

Must have effective written and oral communication skills to be able to communicate effectively with students, staff and parents as required.

C. Mathematical Skills

Must have effective mathematical skills to be able to assist students in mastering their daily lessons.

D. Reasoning Ability

Should be able to use good judgment in working with children and adults and to remain calm in pressure situations.

E. Computer Skills

Must be proficient in basic computer usage including email, Microsoft Word, Internet search, and any instructional program that students use. Individual should remain up to date with evolving technology as it relates to school programs.

F. Other Skills and Abilities

Individual should be open to suggestions for improvement and willing to put effort and time into developing skills.

H. Other Qualifications

A willingness to assume extra responsibility with school programs and school activities that will foster learning and student growth is necessary. Good attendance is expected.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee should be physically able to perform all duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The

employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.