

Early Childhood Title I Paraprofessional

Marshall Public School District Job Description

Position Title: Early Childhood Title I Paraprofessional

Department: Early Childhood

Reports To: Director of Early Childhood

SUMMARY: To support student progress in academic classes, monitor student grades and academic progress, and manage student behaviors in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Meet and greet families and students at front door.
- Assist teacher in the classroom instruction.
- Has a good working relationship with regular staff members, special staff members and students.
- Demonstrates understanding of students' needs.
- Changes diapers/clothes when needed.
- Walks students to and from the bus/cars.
- Helps buckle student's car seats on bus.
- Walks with students that have behavior difficulties.
- Plays with students during Center time.
- Sterilize toys and tables at end of school day.
- Place new/different library books in classroom library and repair torn pages.
- Assist teacher with material preparations for students.

SUPERVISORY RESPONSIBILITIES: Supervises students at all times when students are in school.

EDUCATION and/or EXPERIENCE: Current has to have a high school diploma or general education degree (GED). In the school year 2005-06 paraprofessionals must have 60 hours of college and/or pass the paraprofessional praxis test. Must have skills of empathy and a positive attitude to work in this area.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and first aid are mandatory and will be provided by employer.

EVALUATION: This position is evaluated in accordance with district policy as stated in Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Nine-month employee. Salary to be established by the Board of Education.

