

## Job Description

**Title:**Early Childhood Special Education Paraprofessional

**Reports to:** Principal/Coordinator of ECE Special Education

**General Summary:** Assists the preschool teacher and provides a proper educational environment for special needs preschool children and their peers.

### Essential Functions:

1. Supports certified personnel by assisting with the academic instruction of individual or small groups of preschool-age students to achieve IEP goals. Monitors and maintains student behavior. (55%)
2. Assists the certified teacher by preparing instructional materials, grading papers, making copies, keeping records, or performing other duties as needed. (15%)
3. Maintains the cleanliness and sanitation of classroom and bathroom facilities. Does laundry. (10%)
4. Attends to diapering and toileting needs of children. (6%)
5. Performs miscellaneous duties as assigned, including escorting children on/off vans, ordering and distributing supplies, and shopping for groceries. (6%)
6. Assists with supervision of children during lunch or recess (5%)
7. Assists with motor development of special needs students, e.g. exercising limbs and using various positioning apparatus. (3%)
8. Able to react to change productively and handle other essential tasks as assigned.

### Qualifications:

1. Education Level: High School diploma or equivalent
2. Certification or Licensure:
3. Experience desired: Experience working with children desired.
4. Other requirements:
  - \*Good English usage, grammar, spelling, and punctuation skills.
  - \*Ability to operate office machines, including copy machine, book binder, ditto machine, and paper cutter.
  - \*Ability to relate to children in a warm and accepting manner.
  - \*Ability to establish and maintain cooperative working relationships with others.

**Special Requirements:**

	Occasional	Frequent	Constant
	0 - 32%	33 - 66%	67% +
1. Standing			x
2. Walking			x
3. Sitting			x
4. Lifting 20-50 lb. max.			x
5. Carrying _____ feet			x
6. Pushing / Pulling			x
7. Climbing / Balancing			x
8. Stooping / Kneeling / Crouching / Crawling			x
9. Reaching / Handling			x
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools . . . . .

Revised: August, 1994