

PENINSULA SCHOOL DISTRICT
Job Description

PARAEDUCATOR - Preschool (ECEAP)

JOB SUMMARY:

This position assists a teacher in supervising developmentally delayed and/or low income children in the district's preschool program. The position assists in planning activities for the children, organizing materials, and working with children during daily activities.

DUTIES AND RESPONSIBILITIES:

1. Greets parents and children arriving at the preschool classroom each morning; exchanges information concerning children with parents. Involves children in planned activities.
2. Assists teacher in planning age-appropriate activities for children in areas such as social and cognitive development and motor skills. Encourages children to participate in activities; provides positive reinforcement.
3. Monitors childrens' behavior in the classroom; administers appropriate discipline as authorized. Acts as a role model for appropriate behavior.
4. Maintains program records; documents daily activities and progress for each child. Communicates regularly with teacher, principal, other staff and parents concerning children and program.
5. May order materials for use in classrooms; creates and gathers materials for projects and activities.
6. Assists in providing an interesting and stimulating environment for the children; designs bulletin boards; organizes room layout for safety and interest.
7. Duplicates and laminates materials; operates record and cassette players.
8. Interacts with children; monitors physical health, nutrition, and emotional needs. Changes diapers and/or clothes as needed.
9. Prepares snacks; cuts fruit; arranges crackers on plates; fills pitchers of water; assembles silverware and napkins. Supervises children during snack periods; assists children as needed.
10. Assists in maintaining physical appearance of classroom; picks up toys; washes towels; puts materials away after use.
11. Prepares craft materials; provides assistance to children who need help putting things together or locating toys.
12. May be required to perform health services including, but not limited to, clean intermittent catheterization (CIC); gastrointestinal tube feeding using a pump or gravity; administration of oral medication by mouth, feeding tube, inhaler, or nebulizer; use of a magnet over a vagus nerve stimulator (VNS) to control seizures; oral suctioning using a bulb syringe or suction machine; provision of a cough-assist procedure; administration of emergency medication using an auto-injector; administration of oxygen; and ostomy care.

13. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Special Services Coordinator; receives work assignments from classroom teacher.

WORKING CONDITIONS:

Required to attend to childrens' personal hygiene; required to lift and carry children; occasionally required to wear protective clothing or physically restrain children.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

High school graduation or equivalent and experience in working with young children, preferably in an educational setting. Advanced coursework or training in early childhood education is desirable. Experience working with low income families preferred.

Allowable Substitution

None.

Knowledge, Skills, & Abilities

Knowledge of early childhood development.

Knowledge of effective instructional methods for special needs children.

Keyboarding skill; some positions may require at least 45 words per minute.

Effective oral communication skills.

Ability to deal with special needs children in a warm and confident manner.

Ability to remain flexible to changes in assignments or situations.

Ability to maintain accurate records.

Ability to organize activities.

Ability to be fair and consistent when working with children.

Ability to properly lift and carry children weighing up to 50 pounds.

Ability to plan daily activities.

Ability to operate general office machines.

Ability to establish and maintain effective working relationships with staff and parents.

Licenses/Special Requirements

Must obtain training in first aid and CPR as required by the District.

Food handler's license.