

TRANSITIONAL KINDERGARTEN PARAEDUCATOR**Grade 3****Purpose Statement**

The job of Transitional Kindergarten (TK) Paraeducator is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of students in the classroom; assisting in implementing plans for instruction; and providing intervention information to appropriate school personnel.

This job reports to Site Principal

Essential Functions

- Adapts classroom activities, assignments, and materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom and instructional objectives.
- Administers tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Attends meetings (e.g., unit meetings, workshops, emergency procedures, trainings, etc.) for the purpose of acquiring and conveying information relative to job functions.
- Assists instructional personnel in various areas of the curriculum for the purpose of meeting the instructional goals of the teacher and the District.
- Leads students through drills and study activities following the presentation of instructional concepts for the purpose of presenting and reinforcing learning concepts.
- Performs regular clerical duties (e.g., filing, typing, maintaining records, duplicating materials, etc.) for the purpose of ensuring administrative duties support the instructional activities in the classroom.
- Collects evidence of student learning, under the direction and supervision of the assigned teacher, for the purpose of evaluating progress, assessing needs, and reinforcing learning.
- Communicates with educational partners (e.g., supervising instructional staff, professional support personnel, etc.) for the purpose of assisting in evaluating progress and assessing needs.
- Implements under the supervision of assigned teacher, behavioral plans for the purpose of presenting and reinforcing learning concepts and shaping desired behavior.
- Manage instructional materials, files, and records (e.g., contribute data to teacher classroom, etc.) for the purpose of ensuring availability of items, providing written reference, and meeting mandated requirements.
- Monitors students in a variety of areas (e.g., rest rooms, playgrounds, hallways, bus loading zones, etc.) for the purpose of maintaining a safe and positive learning environment.
- Provides instruction to students in a variety of individual and group activities (e.g., academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives,

and ensuring students success in school.

- Provides toileting assistance to students (e.g. diapering, coaching, encouragement, etc.) for the purpose of maintaining a safe and positive learning environment
- Supports students in facilitated play experiences for the purpose of reinforcing students' developmental needs and ensuring students success in school.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age-appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development and behavior; read and comprehend a variety of manuals.

ABILITY is required to schedule activities; gather document and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; documenting data; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education (Minimum): Targeted, job related education with study in job-related area.

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.