

**Monticello Public Schools**  
**ISD #882**  
**JOB DESCRIPTION**

**Position Title: ECFE/School Readiness  
Paraprofessional**

**Department: Paraprofessional**

**Exempt Status: Non-Exempt**

**Reports To: ECFE Coordinator**

**Date: April 18, 2016**

**Approval: Assistant Superintendent**

**JOB SUMMARY:** Assist and support teacher in providing care and activities for children birth to five years in an interactive educational setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

75% Instructional Responsibility

*(Duties and responsibilities may include)*

- A. Assist classroom teacher with students by guiding, assisting or reinforcing lessons.
- B. Explain or interpret instructions and assignments based on teacher direction while working with students one-to-one or in small groups.
- C. Assist in supporting classroom discipline.
- D. Assist in implementing behavior management programs.
- E. Assist with implementation of IEP goals/objectives.
- F. Supervise students as directed by the teacher/supervisor.
- G. Attend to and provide for students' daily hygiene, personal and health related cares, including dressing, feeding, lifting, transferring, toileting, diapering, and medical care as directed by teacher.

15% Room Set-up/Clean-up

- A. Set-up activities for classes.
- B. Keep all supplies filled.
- C. Sanitization of toys, equipment, and storage container as needed.
- D. Put away activities and other supplies after class.
- E. Clean-up room could include: vacuuming, sweeping, set-up chairs, take out trash.
- F. Reset room for next use.

5% Office Support

- A. Answer phones as needed.
- B. Inventory supplies.
- C. Make copies.
- D. Manage die cuts.

4% Communication

- A. Maintain communication with teacher regarding schedules, student progress and problem solving on a daily basis.

B. Communicate and interact with parents as needed.

1% Professional Development

A. Attend in-services and workshops as appropriate.

Perform other duties as assigned or requested.

**WORK REQUIREMENTS AND CHARACTERISTICS:**

**Education/Certification Requirement:**

- High School diploma or equivalent.

**Experience:**

- Previous experience in working with children preferred.

**Essential Skills Required to Perform the Work:**

- Ability to relate to both adults and children.
- Knowledge of child development.
- Knowledge of age appropriate teaching methods.
- Ability to maintain an orderly and safe arrangement of the classroom.
- Ability to meet the needs of diverse learners, deal with classroom management.
- Ability to work effectively in a team environment and independently.

**Machines, Tools, Equipment, Electronic Devices and Software Required:**

- May operate computer, printer, copy machine, facsimile machine, multi-line telephone, paper cutter, Smart Board, die cut
- Software includes, but is not limited to: Microsoft Word, Microsoft Excel, Google Docs, E-mail and Internet.

**Supervision of Other Employees:**

- This position does not provide work direction or supervision to other District employees.

**Physical Job Requirements:**

- Position involves extended periods of sitting, standing, stooping and kneeling for performing classroom activities and supervision.
- Position involves occasional lifting up to 40 lbs.
- Position involves listening, speaking clearly and visual acuity.
- Position may involve positioning of children.
- Position requires vacuuming and/or sweeping to keep room safe.

**Mental Job Requirements:**

- Position involves handling multiple tasks at once while dealing with constant interruptions.
- Position involves exercising confidentiality in handling School District information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position involves organizing and prioritizing tasks in order to meet deadlines.

**Working Conditions:**

- Position involves normal classroom conditions for birth to 5 year olds.
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens.

- Position involves occasional lifting/restraining of students.
- Position may involve exposure to outside temperatures and weather conditions.
- Position may involve toileting.

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members that contributes to the overall public relations of the School District.
- Helps to promote safety and prevent accidents.
- Supports students and staff by providing services that support the educational activities and programs.
- Maintain confidentiality of student information.
- Provides a safe, learning environment.
- Provides the best opportunity for every individual student to reach his/her maximum potential.
- Maintains a positive and professional educational environment at all times.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***