

(REVISED 12-18-03)

5-8-09

8-2-10

11-30-10

## JOB DESCRIPTION

TITLE

PRE-KINDERGARTEN GENERAL ASSISTANT

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Two years of study at an institution of higher education; or an Associate's degree (or higher); or demonstrate through a formal state or local academic assessment ( <i>ParaPro Assessment</i> ) knowledge of, and the ability to assist in instructing reading, writing, and mathematics, as appropriate and knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate. Basic computer skills required (i.e., ability to use email, Excel and Word).
Language Skills	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	Ability to obtain 45 hours of CDA training within one year of hire.
Reasoning Ability	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to

stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally lifts and/or moves up to 75 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO** Principal

#### GENERAL RESPONSIBILITIES

1. Assists the teacher with instruction, food preparation and service, hygiene, playground and bus activities.
2. Works under the direct supervision of a Highly Qualified Teacher. Works in close proximity to the teacher and has frequent contact with the teacher.

#### SPECIFIC RESPONSIBILITIES

1. Prepares classrooms for student arrival and instruction.
2. Prepares teacher designed work for the student.
3. Assists students on and off the buses and assists with safety harnesses.
4. Assists students with normal hygiene practices.
5. Supervises students on the playground and during rest time.
6. Sets up student meals, serves, and supervises during eating period.
7. Assists in the daily instructional activities with students in small groups or individually.
8. Cleans toys, classroom equipment and prepares activity areas.
9. Accesses, inputs and retrieves information and data from a computer.
10. Performs other duties as assigned.

