

## 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	