

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Paraprofessional III - Pre-K

JOB CODE: 4221

DEPARTMENT: Schools

PAY GRADE: 15 (U1)

DATE 09/06/05

BASIC OBJECTIVES

This is quasi-professional education work assisting with Pre-K classroom instructional and management activities. Work is performed under the general supervision of a certified teacher and job incumbent is expected to independently apply job knowledge and skills gained through required training and experience to job assignments and work problems.

JOB TASKS/RESPONSIBILITIES

Assists the teacher in planning daily activities and determining the materials to be used; aides with and participates in the daily instructional program; works with individuals and small groups of students under the supervision of the teacher; monitors educational activities planned by the prekindergarten teacher, using guidelines set by the teacher. Works in conjunction with the prekindergarten teacher in the activities conducted with large groups of children; assists the teacher in all aspects of classroom management and curriculum implementation, including all indoor and outdoor activities for the children. Assists the teacher with the implementation and maintenance of a behavior management component; assists the teacher in the organization and maintenance of classroom materials, equipment and supplies, and classroom records. Works with the teacher to build communication with parents that invites participation and involvement of parents at the school level; works with all school personnel to meet the needs of the prekindergarten student; supervises Pre-K students during the student lunch period. Assists in toilet training, feeding and attention to medical and physical problems with Pre-K children with disabilities. Performs related work of an instructional or clerical nature as assigned.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: lifting (up to 60 to 70 lbs), bending, stooping, crouching, reaching, sitting, sitting on floor, crawling, standing, walking, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma or equivalent certification and at least 90 college semester hours or the equivalent from an accredited college including a combination of at least 30 hours of coursework in education and 15 semester hours of early childhood or exceptional student education. Completion of the forty (40) hour Children and Families Child Care Course within 90 days of hire date.

Prior revision date(s): 10/31/97, 2/20/01, 10/09/01