

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Paraprofessional I - Pre-K

JOB CODE: 4277

DEPARTMENT: Schools

PAY GRADE: 10 (U1)

DATE: 07/06/2009

BASIC OBJECTIVES

This is varied education work assisting with and supporting Pre-K classroom instructional and management activities. Work is performed under the close supervision of a certified teacher and is subject to specific and detailed instructions. Incumbent is expected to apply job knowledge and skills gained through required training. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Aides the teacher in planning daily activities and determining the materials to be used.
2. Aides with and participates in the daily instructional program.
3. Works with individuals and small groups of students under the supervision of the teacher, using guidelines set by the teacher.
4. Works in conjunction with the prekindergarten teacher in the activities conducted with large groups of children.
5. Aides the teacher in all aspects of classroom management and curriculum implementation, including all indoor and outdoor activities for the children.
6. Aides the teacher with the implementation and maintenance of a behavior management component.
7. Aides the teacher in the organization and maintenance of classroom materials, equipment and supplies, and classroom records.
8. Works with the teacher to build communication with parents that invites participation and involvement of parents at the school level.
9. Works with all school personnel to meet the needs of the prekindergarten student.

10. Supervises Pre-K students with disabilities during the student lunch period.
11. Assists in toilet training, feeding and attention to medical and physical problems with Pre-K children with disabilities.
12. Performs related duties 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

1. High school diploma or an equivalent certification.
2. Effective January 8, 2002, newly hired personnel must possess an Associate's degree or higher or have completed sixty (60) college semester hours at an accredited institution of higher education. Paraprofessional personnel employed prior to January 8, 2002 will be allowed to obtain the referenced requirements through January 8, 2006.
3. Completion of the Department of Children and Families' forty (40) hour Child Care Course within 90 days of hire date.

Prior revision date(s): 07/31/95, 2/20/01, 09/27/02