



**JOB DESCRIPTION**  
Paraprofessional (Pre-K)

<b>DIVISION:</b> Office of Schools	<b>GRADE:</b> 114
<b>DEPARTMENT:</b> Schools	<b>WORK DAYS:</b> 202
<b>REPORTS TO:</b> Principal	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Classified	<b>DATE:</b> 4/16/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Paraprofessional (Pre-K) provides assistance to certified teachers with in-person instruction to support the implementation of quality instruction and supervision of pre-kindergarten students to enhance their understanding of the GELDS (Georgia Early Learning and Development Standards) to prepare students for school success.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- An Associate’s Degree or higher in any subject completed at an accredited institution.
- OR
- Two years of college coursework (60 semester hours or more) earned at an accredited college or university.
- OR
- A minimum of a High School Diploma or GED and passing scores on the GACE Paraprofessional Assessment Test.

***CERTIFICATION/LICENSE:***

- Georgia Professional Standards Commission Paraprofessional Certificate.

***WORK EXPERIENCE:***

- Work experience gained through education and certification/license requirements.
- 2 years of experience working with children younger than 5 years of age preferred.
- Must be 21 years of age unless the Associates degree credential or higher teaching credential are met.

**KNOWLEDGE, SKILLS & ABILITIES**

- Basic knowledge of childhood growth and development.



- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching.
- Demonstrated ability to effectively supervise children.
- General knowledge of academic subjects relevant to position assignment.
- Computer proficiency and ability to work effectively in an in-person learning environment.
- Demonstrated ability to communicate effectively and follow instructions.
- Demonstrated ability to work well with students, staff, and parents in a professional manner.
- Knowledge of school safety & security procedures.
- Excellent writing and communication skills.
- Ability to work under pressure and meet deadlines.

### **ESSENTIAL DUTIES**

- Provides assistance to teachers with in-person instruction, classroom organization, management and instructional strategies.
- Attends classroom sessions and redirects students who are off task and supports students who need remediation or intervention.
- Provides support for assessment of students by monitoring students, collecting data, and sharing observations with teacher.
- Assists during standardized testing to support state and local testing processes and policies.
- Assists with distribution of food, supplies, materials and equipment, including technology.
- When in a school-based learning environment, monitors students' movement throughout the building to other classrooms, learning areas and cafeteria.
- Assists students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for safe school environment.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Engages in professional learning opportunities in-person.
- Communicates proactively with teachers to inform them of student issues and conversations with parents.
- Adheres to Bright from the Start operating guidelines and district, state and federal policies and procedures.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.



**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between in-person and various classroom learning environments.

*The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.*

*This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.*