

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Preschool Educational Assistant

Department: Instruction

Grade G

H.P.D. 8

D.P.Y. 196

Job Description

Date Reviewed: August 2023

Reports To: Principal

Purpose of Job

The purpose of this job is to perform as a Preschool Educational Assistant in the Clarksville-Montgomery County School System. Duties and responsibilities include assisting Preschool teachers with classroom instruction, individual instruction, checking students' work under the direction of the teacher, sorting and filing, bus aide for assigned students, and loading/unloading children from the bus. Reports to the Principal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Assists with classroom instruction and individual student instruction; prepares instructional materials and helps modify materials to fit individual needs in general and/or special education settings.

Assists students in any school setting environment necessary to meet student needs.

Assists with yearly inventory of books, computers and supplies. Stores items at the end of the year.

Supervises students under teacher direction or supervision.

Escorts students to-and-from the classroom for lunch and various activities, including, but not limited to work programs and field trips.

Assists with drill and practice, group projects, seat work; make-up work and any necessary assignments. This may be done through small groups and/or inclusion in general education settings.

May perform clerical duties such as filing if time permits. The top priority for the role of an Educational Assistant is to work directly with students.

May take attendance and prepare an absentee report.

May set up individual workstations and assign students to those stations.

May perform various other classroom tasks such as writing notes and reminders to parents, photocopying and making copies for teachers, and taking notes for teachers regarding students.

May assist with keeping students clean; may feed, diaper and change clothing; may help in minor medical situations such as assisting with seizures and monitoring self-administration of medication.

May consult and assist with general education teachers regarding student needs in their classroom setting.

Assists with loading/unloading student buses; may assist with securing wheelchairs on buses for field trips.

May assist with record keeping and tally data concerning progress of student goals.

Serve as a bus aide for assigned students.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Must meet the highly qualified standards for Paraprofessionals. High School Diploma (or Equivalent) required, completion of two years of study (48 semester hours) at an institution of higher education; or obtained an associate's or higher degree; or passing score of 456 on the ParaPro Assessment. Previous experience in an early learning educational environment is preferred.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Special Ed and classroom practices as they pertain to the performance of duties relating to the job. Has considerable knowledge of classroom practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling.
- Must be able to traverse the school facility.
- Must have significant fine finger dexterity.
- Must be able to operate standard office equipment including pertinent and required software applications.
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language.
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships.
- Must possess excellent organizational skills and attention to detail.
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date