

Job Title: PreSchool Teacher's Assistant

Reports to: PreSchool Lead Teacher

Job Goal: To supervise the activities of children at the site and to ensure that the established philosophical principles, education curriculum, safety, health and conduct procedures of the Belton School District PAC program are followed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performance Responsibilities: Other duties may be assigned

- Assists the Lead teacher in maintaining control of students, planning recreational and educational activities, documenting attendance, handling discipline problems, supervising playground activities and maintaining positive relationships with children, parents and all school personnel.
- Cooperates with other staff and maintains a working relationship that is both professional and personable.
- Helps prepare program materials, assists in the daily set-up and clean-up of program projects and assists in preparing routine paperwork.
- Works with Lead Teacher as needed to plan and execute all-day programs.
- Accepts responsibility for reporting to work on time and maintaining accurate hourly records of work time.
- Assumes responsibility for personal growth and attends in-service as required by School District.
- Attends staff meetings as required.
- Assumes other responsibilities as assigned.
- Regular and dependable attendance.

SUPERVISORY RESPONSIBILITIES: Supervises students as directed by lead teacher.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to children, parents, and other employees of the organization.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Personal skills such as a good sense of humor, enthusiasm, patience and the ability to accept responsibilities. Ability to develop effective working relationships with children, staff, and the school community. Ability to communicate clearly and

concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

TERMS OF EMPLOYMENT: Hourly employees unless they meet the district requirements for salaried paraprofessionals. Must be willing to complete a State Child Abuse Screening Form. Must become certified in CPR and First Aid.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on Evaluations of Support Staff Personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.