

**Roswell Independent School District
Job Description**

Job Title: PRE-SCHOOL ASSOCIATE

Reports To: PRINCIPAL

General Job Description:

Assist the teacher in the Structured Learning Lab with identified students with disabilities; assist in the preparation and organization of the classroom activities.

Essential Duties and Responsibilities:

1. Support and assist teachers with teaching duties, including attendance records, typing, preparing instructional materials.
2. Reinforce appropriate behavior in accordance with teacher's plan and assist in classroom discipline and behavior management as developed by the IEP committee and school plan.
3. Assist teachers in guiding individual students or group of students in daily activities, including monitoring personal hygiene, appropriate dress, eating habits, appropriate behavior, etc., in the school setting as well as in the community.
4. Supervise small groups of students in community settings.
5. Contribute to a positive school climate through use of praise, encouragement, and example.
6. Administer to students with severe physical handicaps by lifting, feeding, cleaning, maintaining hygiene, and any other personal services that the student requires; may include toileting and diapering.
7. Clean, disinfect, and maintain equipment and supplies.
8. Stay up-to-date professionally through the selection of qualify staff development opportunities for personal growth.
9. Research district policy, precedent, and current practices prior to taking action.
10. Participate as an effective team member who contributes to district, department, and content goals.
11. Demonstrate integrity and ethics.
12. Display proficient levels of technology applications.
13. Utilize time wisely for effective management of job responsibilities.
14. Maintain punctuality in daily work times, appointments, and meetings.
15. Meet task completion deadlines established by supervisor.
16. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
17. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
18. Maintain a positive and professional tone in all communications (i.e. email, written, and verbal).
19. Maintain confidentiality with sensitive matters.
20. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
21. Report to work on time and work no less than 7 hours per day.
22. Work independently with very little supervision.
23. May be required to perform other related functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED.
2. Educational Aide II Certification.
3. 48 hours or passing score on Paraprofessional Exam.
4. Valid Drivers' license and Car Insurance (if traveling from site to site)

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Special Knowledge/Skills:

1. Knowledge of ABA Strategies.
2. Effective communication and interpersonal skills.
3. Ability to work well with children.
4. Patience, tolerance, and flexibility.
5. Knowledge of general office equipment.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date

