

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARAEDUCATOR – INSTRUCTIONAL PRE K/HEAD START

POSITION: Paraeducator - Instructional Pre K/Head Start

REPORTS TO: Head Start Coordinator

LOCATION: Head Start – Mechanicsville Elementary School site

**NATURE OF WORK:**

The paraeducator will work under the direction of school and program administration to support the provision of developmentally appropriate learning opportunities in the Head Start Program.

**ESSENTIAL FUNCTIONS:**

- Must utilize good oral and written communication skills;
- Demonstrate the ability to work independently and as part of a team;
- Demonstrate the ability to work with children with developmental delays/disabilities;
- Demonstrate organizational and time management skills; and
- Demonstrate the ability to use current technology resources.

**DUTIES AND RESPONSIBILITIES:**

The paraeducator will work under the direction of the classroom teacher. As part of the duties, the paraeducator will:

- Meet daily with the teacher at a designated time for planning and evaluating student progress;
- Assist in developing learning activities with the teacher;
- Assist in guiding students in working and playing with others;
- Provide escort and assistance to students as necessary;
- Assist in the supervision of students on trips and other school related activities;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, materials;
- Reinforce learning activities with appropriate audio visual aids and other materials;
- Assist teacher in maintaining neat work and study areas;
- Assist in activities planned for and with parents;
- Attend, as necessary, workshops and in-service training sessions;
- Assist teachers and other professionals in maintaining and updating information in student records;
- Assist teachers in conducting home visits to families as needed;
- Assist in the family style eating opportunities provided to students in the Head Start Program;
- Attend to toileting and diapering needs of students enrolled in program; and
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Completed at least two years of study at an institution of higher education;
- Obtained an associate's or higher degree; or
- Met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, and mathematics or the instruction in readiness for these subjects. Paraeducators qualifying under this criterion must have a high school diploma or equivalent as a prerequisite.
- All Head Start staff are required to have a TB Screening and Physical prior to working for the Head Start program.

**TERM OF EMPLOYMENT:**

Grant funded full-time ten-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 7.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP