

Vacancy Notice
Pre-K Teacher Assistant (Paraprofessional)

Job title	<i>Pre-K Teacher Assistant (Paraprofessional)</i>
Reports to	<i>Principal</i>
FLSA Status	<i>Non-Exempt</i>

Classification: Classified	Term of Employment: 10-month position
CPI Job Code: 434 - Lottery Parapro Personnel – Pre-K	Salary Scale: 148

Duties and responsibilities

Assists Pre-Kindergarten teacher in instructional activities

- Conduct small group or individual classroom activities based on lesson plans developed by the teacher
- Helps with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and grading quizzes as assigned.
- Assists with supervision of students.
- Follows direction of the supervising teacher in offering one-on-one assistance to students who need extra help.
- Assists with student assessment, grading work and tests, and collecting data on student progress.
- Assist with routine record keeping
- Assists with the preparation of materials for instruction (including copying/duplicating of materials, construction of displays/bulletin boards, learning centers and manipulatives).
- Locates, operates, and returns needed equipment
- Assists with classroom housekeeping.
- Accompanies class on field trips and assists teacher as assigned.
- Assists in ordering and inventorying of classroom equipment and materials.
- Assists with school-wide supervision such as loading/unloading buses.
- Participates in training programs to increase skills and proficiency related to the assignment.
- Performs other duties as requested by the principal or other appropriate supervisor.

Qualifications

Minimum

- Complete 2 years of study at an institution of higher education or
- Possess an associate's degree or
- Passed the State Paraprofessional Gace Test
- Will be required to obtain certification as required by the Professional Standards Commission
- Must be able to provide official transcripts for certification

Working Conditions

- Often work indoors. May work outdoors
- May occasionally be exposed to noise levels that are distracting
- Work near others, often within a few feet

How to Apply:

Applications are available at the Washington County Board of Education and classified applications are available for download online at [www.
https://www.washingtoncountyschoolsga.org](https://www.washingtoncountyschoolsga.org)

Deadline to apply: Wednesday April 28, 2021

The Washington County Board of Education is an Equal Opportunity Employer