

Essex Westford School District ("EWSD")

Job Description Template

Job title	Preschool Assistant
Classification	Nonexempt under the Fair Labor Standards Act (FLSA)
Compensation Level	Pay Grade 7
Work Calendar	School Year
Updated	11/1/22
Effective Date	11/1/22

POSITION PURPOSE/OBJECTIVE:

The Preschool Assistant serves as part of the preschool team under the direction of the Preschool/EEE teacher. The Preschool Assistant helps to provide a safe environment and high quality education and care for young children enrolled in the program; assists the Preschool/EEE teacher to fulfill the legal and statutory requirements of the preschool/EEE program; and contributes to and implements the pre-school policies.

Assists the classroom teacher in the education of students including management of student behavior; record keeping; instructional assistance; classroom safety, security, set-up and organization; and interaction and communication with students, support staff, parents/guardians, and other internal and external constituents.

The Preschool Assistant assists the Preschool/EEE teacher and supports the students enrolled in the program through management of student behavior; supervising students in the classroom; record keeping; instructional assistance; classroom safety, security, set-up and organization; and interaction and communication with students, support staff, parents/guardians, and other internal and external constituents. The Preschool Assistant also assists and supervises students instructionally, behaviorally and physically; and plays a supportive role in assessing the progress and needs of assigned students*, and participates in developing, implementing and modifying individualized instructional programs.

ESSENTIAL ROLES and FUNCTIONS:

The following duties and responsibilities are required as part of the job. Other duties may be assigned.

Instructional, Behavioral and Physical Support:

- Assist the Preschool/EEE teacher in creating and maintaining a healthy, safe, positive, inclusive environment in which children develop trusting and accepting relationships with adults and peers that foster growth and development.
- Assist the Preschool/EEE teacher in designing and executing developmentally appropriate and integrated curriculum which provides the children the opportunity for meaningful exploration.
- Assist the Preschool/EEE teacher in promoting high-quality teaching and learning in the classroom that leads to children's school readiness.
- Facilitate social and inclusive interactions among students and their peers.
- Develop, compile and organize instructional materials, under the direction of the Preschool/EEE teacher.
- Participate collaboratively and professionally with other teachers and staff to promote the general well being of the school and collective interest of its staff and student body
- Assist and/or instruct students in basic life skills, such as general behavior, dressing/undressing for outdoors, toileting, self-care, eating, care of belongings, insertion and adjustment of hearing aids and use of other special equipment, and other areas as assigned.
- Adapt general classroom material/methods as appropriate to meet the needs of students, in consultation with the Preschool teacher.
- Implement the program for students developed by the IEP team.

- Assist students as required with wheelchair transport and transfer, and other health needs as identified by the student specific plan.
- Assist students physically as required. Such could include implementing non-aversive restraint techniques in accordance with established protocols as necessary.
- Implement instructional plans and behavioral programs for students, under the general direction of the Preschool teacher.
- Implement and practice behavior management/modification plans and programs for and with students.

Data and Assessment:

- Assist the Preschool/EEE teacher in overseeing and maintaining accurate records on each child
- Assist in the administration of informal assessments to determine student progress and/or level of achievement.
- Play a key role in evaluating student progress, problems and needs. Participate in developing formats for student instruction and teaching strategies, and other activities as assigned. Conduct task analysis and data collection on student performance.
- Maintain working files, record grades and gather and record a variety of data related to student performance, progress and behavior.
- Manage student learning material and maintain a student performance record through data collection on a daily basis as necessary or requested.
- Participate in team meetings upon request to assist in developing student plans, and assessing and evaluating student needs and progress. Confer with teachers, parents and administrators as appropriate concerning various matters pertaining to the students.

Student Supervision and Learning Environment

Help ensure the physical, social and emotional safety of students; and help to create and maintain a respectful and inclusive learning in the performance of the following duties:

- Supervise students during lunch, recess, study hall and/or other non-instructional times.
- Supervise student(s) when the teacher is absent from the room.
- Facilitate social and inclusive interactions among the student and their peers in the Preschool classroom.
- Supervise students in the classroom, gymnasium, playground, cafeteria or other common areas before school begins and/or while they are waiting for transportation home.

Other Professional Obligations:

- Cover for other Mainstream Teaching Assistants and specialty paraeducators (e.g, Individual Assistants, Interventionists, Job Coaches, etc.) as requested for lunch/break coverage or absences.
- Attend and participate in all relevant training sessions, meetings and professional growth activities as requested and/or required such as CPR, First Aid, data collection, entry and graphing. These meetings/training may take place during non-student days (e.g., during teacher in-service days) and/or before/after school hours.
- Assist with the transportation of assigned students as requested. Transport students (via a minivan) to and from school to enable their participation in educational programming as needed.
- Keep up-to-date with best practices in the field to support continuous growth and development.
- Provide administrative clerical/office support to classroom teachers and/or administrative staff as requested (e.g., make photocopies, order supplies, perform data entry, organize and set up classrooms, etc.).
- Support the District's equity work by keeping equity and inclusion at the forefront of actions and decisions.
- Process routine communications, such as parent logs, permission slips, meeting reminders, staff meeting notices, and the like.
- Correct papers, record grades and gather a variety of data related to student performance.
- Make photocopies, order supplies, and perform related office work.
- Process routine communications, such as permission slips, meeting reminders, staff meeting notes, and the like.
- Participate in various community activities and field trips with students.

SUPERVISION RECEIVED:

This position reports to the Director of PreK/Afterschool/Summer Programs; is evaluated by the Director of PreK/Afterschool/Summer Programs with input from Preschool/EEE Teacher and School Principal; receives administrative direction and technical direction from the Preschool/EEE teacher.

QUALIFICATIONS:

To qualify for this position, an individual must be able to perform each essential duty outlined above and meet the following qualifications/competencies. Folks without the preferred or desirable qualifications listed below (as noted) are still encouraged to apply if they believe they have the lived experiences and disposition needed to be successful:

Qualification/ Competency	Description/"Look fors"
Training & Experience	<ul style="list-style-type: none">● Associates degree in early childhood education preferred, but not required.● two years of directly related experience preferred, but not required.● Experience working with preschool children/adolescents● Relevant experience in a school setting is desirable
Certifications/ Licenses	<ul style="list-style-type: none">● Holds or able to obtain CPR and First Aid certification, training provided● Must be able to successfully complete the state training required to work in a licensed preschool
Knowledge	<ul style="list-style-type: none">● Good working knowledge of preschool children● Knowledge of children with disabilities of special education students, and special education teaching methods preferred● Good understanding of standard classroom operations and teaching methods preferred● Able to meet the Council for Exceptional Children Core Competencies for Special Education Paraeducators with proper training and support
Technology Skills	<ul style="list-style-type: none">● We are seeking folks who demonstrate working knowledge of and/or ability to learn how to use email for communication, video conferencing to participate in meetings, electronic calendars, spreadsheets and data tools, word processing and perform data entry. We are willing to train those with an aptitude to learn these skills.
Attendance	<ul style="list-style-type: none">● Reliable and predictable attendance at work is required for the position.
Skills and Abilities: We are also seeking candidates who have or are able to develop the following additional skills and abilities.	
<ul style="list-style-type: none">● <u>Commitment to Professional Growth and Development:</u> Acquire needed skills and knowledge with little reluctance. Keeps abreast of trends, best practices and changes in their field. Accepts and uses constructive feedback to learn and improve skills● <u>Dependability/Accessibility:</u> Able to effectively work without specific direction, and with minimal supervision. Able to follow through on commitments and take responsibility for own action.● <u>Communication Skills:</u> Good oral and written communication skills. Able to read, write and comprehend emails, memos, routine reports, operating practices, procedure manuals and other business documents. Able to understand and effectively communicate with preschool students. Able to present information to and effectively respond to questions from others.● <u>Adaptability:</u> Versatile and capable of handling diverse assignments. Able to effectively work under pressure and	

adapt and respond to changing situations.

- **Problem Solving Skills:** Demonstrates good reasoning and analysis skills. Able to effectively identify, analyze and solve problems. Able to effectively use discretion and independent judgment.
- **Teamwork and Collaboration Skills:** Works cooperatively, supportively and effectively with others. Contributes towards building a positive team spirit. Effectively collaborates with others.
- **Impact on Climate:** Friendly, helpful and positive disposition; patient and understanding; takes pride and personal ownership in work; responsive to the needs of others; enthusiastic; positive outlook; honest and direct; transparent. Able to effectively contribute to a positive, friendly, respectful, inclusive and professional work environment. Keeps equity and inclusion at the forefront of actions and decisions.
- **Interpersonal/Relationship Building Skills:** Interacts with others in a friendly, respectful, tactful and positive manner. Treats others with courtesy, dignity and respect. Able to effectively work in a diverse work group and respects and values multiple perspectives and opinions. Accepts opinions and experiences that are different from their own; is curious about the perspective of others.
- **Professional and Ethical Practices:** Able to maintain confidentiality. Able to maintain a high level of competence and integrity.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS.

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>		<i>Essential</i>	<i>Not Essential</i>
SITTING	F		X	
STANDING	F		X	
WALKING	F		X	
SEEING	C		X	
HEARING	C		X	
TALKING	C		X	
DEXTERITY (hands/fingers)	C		X	
USE OF COMPUTERS AND EQUIPMENT	F		X	
LIFTING				
up to 10 lbs.	F		X	
10-25 lbs.	O		X	
25-50 lbs.	O			X
50-100 lbs.	NA			X
100+ lbs.	NA			X
CARRYING				
up to 10 lbs.	O		X	

10-25 lbs.	O		X	
25-50 lbs.	O			X
50-100 lbs.	NA			X
100+ lbs.	NA			X
BENDING/SOOPING	O		X	
PUSHING/PULLING	O		X	
TWISTING	O		X	
CLIMBING	O			X
BALANCING	O			X
CROUCHING/KNEELING	O			x
CRAWLING	O			X
REACHING (i.e., overhead)	O		X	
HANDLING	F		X	
DRIVING	O			X
REPETITIVE MOVEMENTS (hands, feet)	O			X
MANAGING STRESS	C		X	
RESOLVING CONFLICTS	C		X	

[Click here](#) for a definition of each of the physical demands listed above

WORKING CONDITIONS/ENVIRONMENTAL FACTORS:

All conditions common to a school building including, but not limited to, the following (indicate appropriate code from above):

	<i>Frequency Code</i>		<i>Frequency Code</i>
EXPOSURE (dust, dirt)	F	EXPOSURE (hazardous equipment)	NA
EXPOSURE (extreme heat – non-weather, flames)	NA	EXPOSURE (chemicals, hazardous materials)	NA
EXPOSURE (extreme cold – non-weather)	NA	Uneven Terrain	O
EXPOSURE (fumes, odors)	O	Outdoor Weather Condition	O
EXPOSURE (viruses, infectious diseases)	F	Vibration/Noise	F
EXPOSURE (water)	O	Heights	NA

OTHER DUTIES AND QUALIFICATIONS:

This general outline illustrates the type of work, which characterizes the Job Classification. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities and qualifications that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NON-DISCRIMINATION:

EWSD is committed to maintaining a work and learning environment free from discrimination. Employment decisions are based on merit and business needs, and not on the basis of race, color, ancestry, religion, gender, age, marital/civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, gender identity, genetic information or other protected class as defined and required by state and/or federal laws.