

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: PRE-SCHOOL PARA-PROFESSIONAL

### Job Summary:

The job of "Pre-School Para-Professional" is done for the purpose/s of facilitating student success in academic and interpersonal skills through implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment, and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

### Essential Job Functions:

- Advises parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvements and/or reinforcing classroom goals in the home environment
- Assesses student for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc
- Assists other teachers for the purpose of implementing curriculum
- Collaborates with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum
- Instructs students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study
- Directs instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students
- Monitors student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment
- Prepares teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies
- **Maintains** regular and appropriate attendance and is on-time for assignment(s) for the purpose of meeting the needs of the students and the district.

### Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements
- Acts as a home/school consultant with the parents in the pre-school program.
- ~~Translates information between hispanic parents and school employees within the program~~

### Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience.
- Skills, Knowledge and/or Abilities Required: Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance. Knowledge of age appropriate teaching methods, state curriculum framework, education code. Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.
- Licenses, Certifications, Bonding, and/or Testing Required: Two years college or equivalent experience; Criminal Justice Fingerprint Clearance, District Drug Screen.