



**JOB DESCRIPTION**  
**Pre-K Teacher Aide**

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The Pre-K Teacher Aide, under the immediate direction of the teacher and the general supervision of the Principal, assists the teacher in preparation of management of classroom activities and clerical requirements.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma **OR** GED
- Some experience working with children

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children
- Ability to communicate effectively
- Follow verbal and written instructions

**DUTIES AND RESPONSIBILITIES:**

1. Performs tasks under the general supervision of a certified teacher or teaching team.
2. Releases the teacher from routine tasks and participates in selecting, organizing, and evaluating program elements.
3. Provides assistance to teacher in preparing and using instructional materials.
4. Conducts drills and exercises with groups and individual students as directed by the teacher.
5. Assists in administration and scoring of measurement instruments and daily student work.
6. Assists students with programmed or precise units of instruction.
7. Helps with record keeping, health routines, lunch room and playground activities.
8. Attends to the physical needs of students when necessary and assists in the training of self-help skills.
9. Accompanies classes on field trips.
10. Attends appropriate inservice training sessions.
11. Assists with loading and unloading of school buses.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbally and written), reason, understand verbal instructions, read, coordinate, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry heavy loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, stoop, push and pull. Regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**

**Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max.**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: October 16, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*