



## Job Description

**Job Title:** Pre-K Educational Assistant

**Reports to:** Building Administrator

### Qualifications/Job Requirements:

Highly Qualified Paraprofessional as defined by the state of Tennessee in **ONE** of the following ways **before being hired:**

- Completed at least 48 college semester hours- The state equates 48 semester hours (including remedial courses), as the equivalent of two years of college. Developmental courses may count toward the 48 hours. The state **DOES NOT** require the coursework or associate's degree be in any specific subject or field. The nature of the coursework or degree is left to the discretion of the school system. **HOWEVER**, the coursework **MUST** have been obtained from an accredited institution of higher education;
- Obtained an associate's degree or higher; **OR**
- High School Diploma or GED **AND** Pass the Praxis ParaPro Assessment as the statewide test for paraprofessionals **prior to being hired (\$55 at the applicant's expense)**
- Receive at least 30 hours of professional development in the area of early childhood education;
- The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. This job is performed in a generally clean and healthy environment with minimal exposure to risk of injury and/or illness;
- Physical Exam by Healthcare Provider every three (3) years verifying physical, mental, and emotional capability of working with children; and
- FBI/TBI Fingerprint/Background Clearance every five (5) years
- Must be at least 21 years old

### Responsibilities and Essential Functions:

- Adapts classroom activities, assignments, and/or materials, under the direction of the classroom teacher, for the purpose of supporting and reinforcing classroom goals and objectives planned by the classroom teacher.
- Administers classroom assignments, under teacher direction, for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and standards.
- Communicates with teachers for the purpose of assisting in evaluating progress and/or implementing classroom standards, goals, and/or objectives.
- Monitors individual and/or groups of students in a variety of settings (classroom, playground, field trips, gym, cafeteria, specialty classes, etc.) for the purpose of providing a safe and positive learning environment and maintaining ratio requirements.
- Performs general clerical tasks, as designated by teacher (ex, laminating, making posters, making copies, filing documents, etc.) for the purpose of helping the teacher get instructional materials ready.



Revised: 04/07/2020

**FLSA Status:** Non-Exempt  
**Terms of Employment:** 190 Day Calendar; Hourly rate to be established by the Board  
**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

*The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*