

New Albany-Floyd County Consolidated School District

Pre-K Assistant/Aide (297)

JOB POSTING

Job Details

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| <i>Title</i> | Pre-K Assistant/Aide |
| <i>Posting ID</i> | 297 |
| <i>Description</i> | Classification: Instructional Support Level 2 Pay Grade 6: \$13.00 to \$13.81 (<i>based on education and experience</i>) Reports to: Principal School Year: 180 days (6.5 hours/day) |

QUALIFICATIONS: Assist Pre-K Facilitator by aiding students with academic learning, self help and personal hygiene tasks by performing the following duties.

- **Education and/or Experience:** Associate's degree or, two (2) years college credit or, completion of 1,000 hours in the past year as a paraprofessional or successful completion of ParaPro Assessment Test.
- **Computer Skills:** Ability to effectively utilize internet searches; use common internet systems; email.

RESPONSIBILITIES:

- Assist, instruct, or tutor students, individually or in small groups, with lesson assignments to reinforce learning concepts according to assigned facilitator's specifications.
- Assist students with instructional materials assigned by the facilitator to promote on-going skill development.
- Assist students with understanding reading, writing, library, computer-lab and math lessons.
- Assist the facilitator during large group instruction as requested.
- Help student with independent study, enrichment work and remedial work as set up and assigned by the facilitator.
- Keep students focused on tasks and reports any problems or concerns to the facilitator of record.
- Alert the facilitator of any problems or special information about an individual student.
- Assess students and maintain assessment records as directed by assigned facilitator.
- Establish and maintain effective relationships with facilitator, teachers, staff and students.
- Discuss assigned teaching area with classroom facilitator to coordinate instructional efforts.
- Work with and assist facilitators in utilizing academic materials to meet individual student needs.
- Learn how to operate and care for equipment used in the classroom for instructional purposes.
- Assist in the collection and organization of instructional materials.
- Extended day responsibilities for the supervision of students.
- Perform a variety of classroom support services under the supervision of an assigned facilitator.
- Participate in in-service training programs as assigned/offered.
- This position requires the hired individual to complete a national background check, fingerprinting, TB testing, CPR/First Aide certification, drug screening and provide up to date immunizations.
- Other related duties as assigned.

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| <i>Shift Type</i> | Part-Time |
| <i>Salary Range</i> | Per Hour |
| <i>Location</i> | Floyds Knobs Elementary |

Applications Accepted

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| <i>Start Date</i> | 08/18/2021 |
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