

PRE-KINDERGARTEN EDUCATIONAL ASSISTANT

QUALIFICATIONS:

- Letter of Approval from State of Illinois
- 30 hours college credit
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Teacher/Principal

JOB GOAL: To assist the teachers in the Early Childhood/PPFEP programs

PERFORMANCE RESPONSIBILITIES:

- ◆ Administers, scores and records such achievement and diagnostic tests as the teacher recommends for individual students of the Early Childhood/PPFEP program.
- ◆ Works with individual students or small groups of students to reinforce instructional activities initially introduced by the classroom teacher
- ◆ Operates and cares for the equipment used for instructional purposes in the Writing to Read program.
- ◆ Helps students complete tasks assigned by the teacher.
- ◆ Distributes and collects completed tasks/assignments.
- ◆ Assists with small and individual instructional activities.
- ◆ Informs the teacher regarding any concern or special information about an individual student.
- ◆ Participates in site and district led inservice activities.

BARGAINING UNIT POSITION: 180 DAYS. Salary and benefits commensurate with contractual commitments.

EVALUATION: Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.