

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: CERDEP Assistant (Paraprofessional) (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and performs specialized work by assisting teachers in instructing and directing the activities of students in kindergarten classes to provide a well-organized, smoothly functioning classroom environment. Assists school administrators and staff with various administrative and clerical functions as required. The Kindergarten Assistant reports to the assigned classroom teacher and school principal.

ESSENTIAL FUNCTIONS

Assists students with exercises and class activities; concentrates efforts with small groups of students and individuals as necessary;

Compiles, prepares and organizes materials and classroom for instruction and classroom activities;

Assists in cleaning and storing of materials after completion of activities;

Reinforces all knowledge and skills taught by the classroom teacher;

Models proper behavior and play;

Assists teacher by recording daily attendance, grading assignments, recording and/or analyzing test scores/grades, substituting as needed, setting up special projects, escorting children to other areas of the school, monitoring student behavior, running errands, etc;

Collects and receipts monies for monthly activity fees, school fees, school pictures, field trips, meal fees, etc;

Supervises and assists students when unloading and loading buses, in the halls, on field trips, during testing, during lunch and on school grounds;

Assists individual children with special needs and/or in need of special attention;

Coordinates and/or participates in special programs or projects as assigned;

Maintains a clean and orderly classroom;

Attends staff meetings as required; participates in in-service training programs;

Participate in at least 15 hours of DSS approved continuing education and professional development activities;

Keeps abreast of developments in early childhood education curriculum, ~~and~~ instruction and state regulations; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

Knowledge:

Stays up to date on all aspects of state child care regulations and how to implement them. Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

Skills/Effort:

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working Conducts duties in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____
_____ Date: _____