

**BILINGUAL PRESCHOOL PARAEDUCATOR**

DEFINITION

The Bilingual Preschool Paraeducator assists the Bilingual Preschool Educator and other staff with planning and implementing a variety of activities to meet the educational needs of preschool-aged children; provides instruction and supervision to individuals and small groups in the District early childhood program; and helps with the preparation of instructional materials.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the assigned supervisor.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following.

- Supervise children in all activities in the classroom, on the playground, during snack time, and on field trips.
- Assist with planning, preparing and implementing a variety of activities to meet the needs of preschool-aged children.
- Direct group activities with students as assigned.
- Maintain a positive, nurturing environment, which respects culture and diversity.
- Participate with children and encourage their involvement in activities.
- Observe and redirect student behavior according to approved procedures.
- Set up and clean-up work areas and eating areas.
- Operate audio-visual equipment.
- Assist children with washing as needed; assist children with toileting, changing those who have experienced toileting accidents.
- Changing diapers.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

- Learn, apply, and explain District early childhood philosophies, policies, and procedures.
- Assist in planning and implementing a variety of activities to meet the needs of preschool aged children.
- Communicate effectively with children and adults orally and in writing.
- Establish and maintain cooperative working relationships with children and adults.
- Monitor and report student behavior and progress according to approved policies and procedures.

- Use positive and appropriate methods of behavior modification\_for preschool aged children.
- Coordinate and participate in activities with groups of children.
- Operate a variety of office and classroom equipment.
- Set up and clean-up work and snack areas.
- Assist children with toileting.
- Observe health and safety regulations.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Proper lifting techniques.
- Ability to communicate effectively, both orally and in writing, in a language other than English.

#### Experience and Training Guidelines

The position requires the following:

1. High school diploma or equivalent and at least 18 years of age.
2. 12 units of Child Development:
  - In order to assume the position, candidate must have 6 units in courses covering child growth and development; child, family and community.
  - May be working on the additional 6 units; at a rate of at least 2 units each semester until 12 units are achieved.
3. Prior experience working with preschool aged children is highly desirable.
4. Must pass the District Bilingual Proficiency Test.

#### Additional Requirement

Possess an Associate of Arts (or higher) degree OR have completed 48 units from an accredited post secondary educational institution OR pass the District proficiency test in area to which assigned.