

# SUMMIT SPEECH SCHOOL

## Job Description

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### SUBSTITUTE PARAPROFESSIONAL - PRESCHOOL

**Reports to:** Preschool Coordinator

**Description:** Per diem, non-exempt (10 month)

**Qualifications:**

- BA preferred
- New Jersey certification as substitute preferred
- Previous experience working with children under age 6
- Knowledge of childhood issues
- Ability to work as a team member
- Ability to take initiative
- Above average oral communication skills
- Ability to make decisions
- Flexibility
- Willingness to learn hearing aid and cochlear implant technology
- Willingness to learn child language development
- Willingness/ability to teach individuals or small groups
- Ability to respond in emergencies

**Duties and Performance Responsibilities:**

- Work collaboratively with both the teacher and other staff
- **Assist in keeping the classroom clean**
- Assist with supervising nap
- Assist with recess
- Assist with morning arrival and afternoon dismissal\*
- Assist the teacher with small group activities (art, music, fine and gross motor, math, pre-reading and writing, science, social studies, language development)
- Assist with behavior management
- Assist with social skills development
- Assist in toileting skills which may include changing diapers and or pull ups.\*\*
- Cover a class in a teacher's absence (if sub certified)
- Participate in staff development activities if appropriate
- Cooperate professionally in all matters maintaining student confidentiality
- Be punctual in attending meetings and conferences
- Adhere to all policies and procedures as stated in the employee handbook
- Exhibit appropriate grooming and dress serving as an acceptable role model
- Perform other duties as assigned.

\* Must have ability to be outdoors in all weather conditions to cover bus duty and recess duty.

\*\* Must be able to lift 35-40 lbs.