



Pickens County Schools

Job Descriptions

PRE-K ASSISTANT

Title/Position: Pre-K Assistant

Retirement: TRS

Terms of Employment: 190 Days

Reports to: Principal & Pre-K Lead Teacher

Qualifications:

1. Minimum two year college degree
2. Minimum GaPSC paraprofessional certificate required.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Under supervision of lead teacher, prepares for classroom activities.
- Works with small groups of students to reinforce materials initially introduced by the teacher.
- Assist individual children in need of special attention.
- Guides independent study, enrichment work, and remedial work set up by the teacher.
- Assist teacher with classroom duties as assigned
- As directed by the teacher, checks notebooks, corrects papers, and supervises testing and make – up work.
- Assists students with individual guided practice
- Assists small groups of students in the library
- Participates in professional development training program as applicable
- Other duties and responsibilities as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Non-Exempt