

**SPECIAL EDUCATION PRE-KINDERGARTEN TEACHER ASSISTANT**



**Job Purpose**

- The Special Education Pre-Kindergarten Teacher Assistant provides instructional, behavioral, and personal care support to preschool-aged children with physical, emotional, or cognitive disabilities.
- Works under the supervision of a Certified Special Education Teacher to help create a nurturing and inclusive learning environment that promotes early literacy, social-emotional growth, communication skills, and functional independence in preparation for Kindergarten.

**Knowledge, Skills, and Abilities**

- **Early Childhood Development:** Basic understanding of developmental milestones for children ages 3–5 and the impact of disabilities on early learning and behavior.
- **Patience and Adaptability:** Ability to remain calm, supportive, and flexible while working with young children who may have sensory, behavioral, or communication challenges.
- **Behavioral Support:** Knowledge of positive reinforcement strategies and the ability to assist in implementing behavior intervention plans and classroom management strategies.
- **Communication and Teamwork:** Ability to work cooperatively with teachers, therapists, administrators, and families as part of a multidisciplinary educational team.
- **Physical Stamina:** Ability to bend, squat, sit on the floor, lift or assist children, and support students with mobility or personal care needs.
- **Instructional Assistance:** Ability to reinforce teacher-directed instruction through small group and individual learning activities.

**Minimum Qualifications**

- **Education:** High School Diploma or equivalent AND one of the following in accordance with Mississippi Department of Education requirement for Pre-Kindergarten teacher assistants:
  - Early Childhood Associate Degree, OR
  - Associate Degree, OR 60 college credit hours including 12 early childhood credit hours, OR Completion of an approved early childhood training program (such as Child Development Associate (CDA), National/State Director’s Credential, Montessori Credential, or the Mississippi Department of Education specialized early childhood training program), OR
  - High School Diploma/GED, AND qualifying WorkKeys® certification, and 12 early childhood college credit hours or completion of an approved early childhood training program.
- **Experience:** Experience working with young children, particularly in early childhood education, Head Start, or special education settings, is preferred.
- **Certification:** Ability to obtain and maintain CPR/First Aid certification and complete district-required safety or behavioral training.
- **Clearance:** Must successfully pass required criminal background checks and child abuse registry checks.

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Assists the teacher with implementing instructional activities that support early childhood development and individualized learning goals.
- Provides one-on-one and small group instructional support to reinforce foundational academic, communication, social, and motor skills.
- Assists with implementation of Individualized Education Programs (IEPs) and helps collect observational or progress data as directed by the teacher.

- Supports students with personal care and hygiene needs, including toileting, diapering, feeding, and handwashing while encouraging independence.
- Maintains active supervision of students during classroom activities, transitions, meals, recess, and other school routines.
- Assists with behavior support strategies and helps implement behavior intervention plans under the direction of the teacher or specialists.
- Prepares instructional materials, sensory activities, and classroom learning centers as directed by the teacher.
- Maintains a clean, safe, and organized classroom environment that meets health and safety standards for early childhood programs.
- Assists students with mobility or positioning needs and helps ensure student safety at all times.
- Supports inclusion opportunities by assisting students during activities with general education Pre-Kindergarten peers when appropriate.
- Communicates relevant student observations with the teacher and works cooperatively with related service providers such as speech, occupational, and physical therapists.
- Assists with arrival, dismissal, and daily classroom routines to ensure a structured and supportive learning environment.
- Maintains confidentiality of student records and information in accordance with district policies and applicable laws.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** Certified Special Education Teacher and Building Principal or Designee

**Supervises:** N/A

**Reports to:** Assigned Classroom Teacher / Building Principal      **Supervises:** N/A

**Terms of Employment:** At Will / 187 Days      **FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

\_\_\_\_\_ Employee's Printed Name

\_\_\_\_\_ Employee's Signature & Date

\_\_\_\_\_ Supervisor's Signature & Date