



Job Title: Pre-Kindergarten Screening Assistant
Reports To: Pre-Kindergarten Screening Facilitator/Assistant Superintendent
FLSA Status: Non-Exempt

JOB SUMMARY

The Pre-Kindergarten Screening Assistant's role is to screen preschool children for Kindergarten using DIAL-4 – Developmental Indicators for the Assessment of Learning, 4th Edition. DIAL-4 is an individually administered developmental screening test designed to identify young children in need of further diagnostic assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Implement and monitor screening activities to ensure compliance with the components of the District's approved screening plan.
 2. Adhere to guidelines and standards established by the screening program.
 3. Implement procedures for ensuring security and confidentiality of the screening program.
 4. Clearly and effectively communicate in a friendly manner to ensure preschool children understand and remain engaged throughout the screening process.
 5. Ensure children are supervised at all times; manage behavior for the purpose of providing a safe, secure and optimal screening environment.
 6. Ability to successfully interact with children with short attention spans who may not understand at first what is expected.
 7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
 8. Compile, maintain, file, and secure all required documents related to the local screening program.
 9. Work collaboratively with co-workers, teachers, administrators, employers, parents, and the community in articulating the vision and role of the District's local screening program to achieve best outcomes.
 10. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.
 11. Professionally represent the school and the District in interactions with parents, community, staff, and students.
 12. Ability to prepare and maintain required program records.
 13. Ability to follow oral and written directions.
 14. Excellent verbal and written communication skills.
 15. Perform other duties as assigned or required by the program.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend District trainings and staff meetings as required.

2. Report issues to authorities as necessary, animal control, suspicious activity, etc.
3. Reports safety, sanitary and fire hazards immediately to teacher/principal/supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School diploma or equivalent. Prior successful experience working in a school setting or with young children strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret simple instructions, short correspondence and memos. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands

and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is located in the District Office. The noise level in the work environment is usually low to moderate but occasionally high depending upon the number of people in the building attending meetings and activities. The work may require travel between school buildings, other agencies, and local businesses. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Updated: February 2019

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date