

**St. Cecilia Catholic School**  
1311 Sycamore Ave., Tustin, CA 92780

**Job Title:** Preschool Paraprofessional

**Work Year:** 10 months

**Work Hours:** Monday- Friday - 7:30am-12:30pm or 12:30-6pm

**Reports To:** Principal or Designee

**Compensation:** Based on experience and education

**Position Summary:**

Under the supervision of the Principal or designee, the paraprofessional supports teachers by reinforcing instruction for individuals and small groups, preparing materials, supervising students, and maintaining a safe, supportive classroom environment. The role includes working closely with staff and parents to enhance student learning and development both inside and outside the classroom.

**Key Responsibilities:**

- Assist in delivering instruction to individual students or small groups as directed by the teacher
- Set up classroom materials, displays, and equipment; distribute and collect supplies
- Supervise students in the classroom, playground, and during field trips
- Adapt classwork to reinforce learning goals
- Perform clerical tasks such as copying, filing, and preparing instructional material
- Operate school technology and equipment (computers, projectors, laminators, etc.)
- Observe, manage, and report student behavior and progress to the teacher
- Ensure a safe, organized, and inclusive learning environment
- Other duties as assigned

**Qualifications:**

- High school diploma or equivalent required
- Experience working with school-aged children (paid or volunteer) preferred
- Training or coursework in Early Childhood Education units (6 units) or proof of enrollment in early childhood education program
- Current Pediatric CPR and First Aid Certification
- TB clearance and health screening (LIC 503)
- Immunization record (measles, pertussis, influenza) or valid exemption
- Criminal background clearance (LIC 508)
- Child abuse reporting acknowledgement (LIC 9108)
- Mandated Reporter Training Certificate

**Knowledge & Skills:**

- Basic instructional methods and subject matter (math, language arts, reading, etc.)
- Strategies for working effectively with children in educational settings
- Classroom procedures and student engagement techniques
- Safe working practices and health regulations
- Strong interpersonal and communication skills
- Ability to maintain accurate records and follow directions