

Policy Number: JD 010	Title: Early Childhood Paraprofessional
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 12/2008, 5/2015 BOE Approval: 12/2008, 5/2015

Early Childhood Paraprofessional

Qualifications:

Required EC, AA, or CDA, must have High School Diploma
 Completed KBI criminal background check
 Pre-Employment Physical Exam and TB Skin test-will be updated every 3 years
 1st Aid/CPR Training

Reports to:

Supervising Teacher (General and Special Education) and Paraeducator Facilitator

Job Description:

Provide instructional support in a high quality preschool program for children, ages 3-5, through teaching comprehensive skills. To prepare children socially, cognitively, physically, and emotionally for school experiences; keep children safe in the learning environment.

Essential Functions:

1. Understands the Head Start components, classroom routines, and contributes to the instruction of students (may include leading instructional groups).
2. Follows directions of the supervising teacher (general and special education), building principal, and the paraeducator facilitator.
3. Takes initiative to become involved in daily classroom activities.
4. Acts as a team member in planning, preparation, cleanup, and classroom activities.
5. Assists children in toileting (may include diapering children, potty training, helping with accidents, etc).
6. Assures the safety of all children and staff.
7. Helps in basic preparation of meals and cleanup after meals.
8. Completes records accurately and in a timely fashion.
9. Engages students to support classroom curriculum, health, behavior management, and individualization.
10. Demonstrates effective interpersonal skills.
11. Interacts in a positive manner with all students, while promoting positive self-concept and demonstrates sensitivity in relating to students.
12. Understands and maintains confidentiality.
13. Completes pre-services, and in-service requirements and reports in a timely fashion.
14. Cleans and sanitizes areas of the classroom to provide a healthy, organized, and comfortable environment.
15. Assists students (may require lifting up to 50 lbs).

16. Substitutes as the bus monitor when necessary.
17. Takes anecdotal notes and collects assessment data when necessary.
18. Supervision of students with indoor/outdoor play, learning journeys, nap times, etc.
19. Participate in family style meals.
20. Other duties as requested by the supervising teacher (general and special education), building principal, paraeducator facilitator, director(s) of early childhood, and director of special education.

Terms of Employment:

Contract for approximately eight hours per day, five days per week, and approximately 176 days depending on assignment. Salary and benefits in accordance with USD 418 negotiated agreement/classified salary schedule.

Evaluation:

Paraeducators are evaluated yearly.