



CLASSIFIED JOB ANNOUNCEMENT

May 24, 2012

[District employees must submit a transfer request form, a resumé, and a letter of interest stating relevant qualifications and experience for this vacancy to the Department of Human Resources.](#)

JOB TITLE: PARAPROFESSIONAL – EARLY CHILDHOOD - CLASSROOM
Full Time – (Based on 177, 7.50 hours per day)

LOCATION: DISTRICT WIDE - EARLY CHILDHOOD

SALARY: B \$11.15

PAY GRADE: 8

REPORTS TO: Early Childhood Principal

STARTING DATE: August 2012 (2012-2013 School Year)

SUMMARY: Assist certified staff in planning and carrying out Individual Education Plan (IEP)/Individual Learning Plan (ILP) goals and programs for children who are at-risk and/or qualify for special education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (include the following. Other duties may be assigned) Under direction of certified staff (including Early Childhood Special Ed teacher /Speech Language Pathologist/Occupational Therapist), teach cognitive, physical, language, and social and emotional skills in small and large groups in order to meet IEP/ILP goals in accordance with federal, state, district, and program rules and regulations. Provide one on one instruction for students requiring social/emotional and/or academic help. Communicate and collaborate with certified staff (ECSE, SLP, OT) regarding student needs and progress. Record on-going observations and enter observations into the on-line assessment system. Maintain sanitary and health conditions in each classroom as required by Colorado child care licensing. Set-up, prepare, serve and clean-up meals. Assist children with personal care including dispensing medications, feeding, toileting, diapering, and other daily needs (g-tubes, walkers, transferring, lifting, etc...). Maintain records for lunches and attendance. Assist certified staff by preparing learning tools and materials for students and for classroom. May assist with clerical duties such as IEPs/ILPs, copying, filing, etc... Attend staff meetings and professional training related to duties of paraprofessional positions as assigned by the Special Education Department and/or Early Childhood Program (Example: CPR, First Aid, Restraint, Curriculum, Early Childhood, Head Start trainings). Plan, schedule and carry out home visits under the direction of certified staff.

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 TRAINING: Must be Early Childhood Teacher Qualified (formerly Group Leader Qualified) as identified through the current Colorado Department of Human Resources Division of Child Care. In addition, by April 30, 2013, must meet Federal Head Start guidelines which include:

- Have a child development associate (CDA) credential
- Be enrolled in a CDA credential program that will be completed within 2 years; or
- Have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a

degree

Proof of education and experience must be submitted with application; please complete *Early Childhood Teacher Qualifications* form.

EXPERIENCE: 0 – 2 years experience working with preschool children and/or children with special needs.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math, writing, communication, and accounting skills. Ability to read and interpret documents such as safety and procedure manuals. Ability to work with children of all abilities. Operating knowledge of personal computer and office equipment.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR and First aid certification acquired within 6 months of hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: Directly supervises students. Spends over 75% of time conducting supervisory responsibilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include directing work, addressing complaints and resolving problems.

SAFETY TO SELF AND OTHERS: In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.

All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.

Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb. The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

AN EQUAL OPPORTUNITY EMPLOYER

Conditions of Employment include (but are not limited to):

- **Direct Deposit of paychecks.**
- **Compliance with Thompson School Districts policies (e.g. Drug Free, Internet, Safety, etc.)**
- **All full-time employees are required to enroll in the District's insurance plan.**
- **All employees working a minimum of 50% are required to enroll in the District's life insurance plan.**
- **Successful completion of a post offer, pre-placement physical required for select positions in Transportation, Custodial, Nutrition Services and Paraprofessionals.**