

JOB TITLE: CLASSROOM PARAPROFESSIONAL

REPORTS TO: LEAD ROOM TEACHER/DAYCARE DIRECTOR

DEPARTMENT: CCSD #1 EARLY LEARNING CENTER

I. NATURE AND SCOPE OF JOB:

The classroom paraprofessional will assist the lead room teacher in providing a safe, developmentally appropriate, and interactive environment for the children in their classroom and throughout the facility. The paraprofessional should have high energy and the ability to manage demands of children and staff with varying personalities and needs.

Teamwork is heavily relied upon, and the paraprofessional will need to work seamlessly with daycare staff throughout the facility. The paraprofessional should also possess a willingness to learn and the ability to accept guidance. Adaptability is also a necessary component in early childhood education.

II. EXPECTATIONS

- 1) Maintain a positive attitude that supports the vision and mission of the center
- 2) Punctuality and professionalism should be maintained at all times
- 3) Work collaboratively and support team members throughout the facility
- 4) Attend the center events as necessary
- 5) Communicate closely with the classroom lead teacher and director
- 6) Adhere to District and the center policies, procedures, and codes of conduct

III. JOB FUNCTIONS

1) Essential Functions

- a. Be alert and responsive to children at all times
- b. Assist with supervision of children at all times throughout the facility
- c. Assist in developing and implementing daily and weekly lesson plan activities that meet the physical, emotional, intellectual and social needs of the children
- d. Help provide various interactive experiences and activities for children
- e. Assist in care-giving routines (feeding, diapering, potty-training, etc.)
- f. Assist with documentation of daily needs, observations, and developmental milestones
- g. Thinking on their feet and responding to each child's needs efficiently
- h. Displaying a patient, calm, and positive personality
- i. Building secure relationships with children
- j. Reporting accidents, illness, and unusual behavior of children to the director and parents
- k. Maintain a clean and functional environment
- l. Assist in establishing routines
- m. Provide a safe and secure environment
- n. Able to work effectively with diverse staff, parents, and community members
- o. Perform other duties as required
- p. Aid with all age groups as necessary

2) Non-Essential Functions

- a. Create bonds with colleagues to foster a healthy working environment

IV. JOB QUALIFICATIONS

1) Knowledge, Skills, Personal Attributes and Mental Ability

- a. Patient, nurturing and thoughtful
- b. Good communication skills
- c. Highly organized with good stress and time management skills
- d. Maintain discretion regarding children's records
- e. A passion for working in early childhood
- f. Use problem solving skills and think creatively
- g. Integrity, positive attitude, mission-driven, and self-directed

2) Education, License, Certification, Formal Training

a. Required:

- 1. High school diploma
- 2. CPR / First Aid certified
- 3. Clear background check
- 4. Able to complete continuing education as necessary

b. Preferred/Recommended:

- 1. Previous experience in early childhood education (preferred)
- 2. CDA Credential or associate degree (recommended)

3) Physical Demands

- a. Must be able to lift at least 30 lbs.
- b. Able to squat, bend, sit on and get up from the floor
- c. Sufficient energy level to maintain a high-energy, fast-paced workday

4) Environmental Demands

- a. Be able to work in any area of the facility under all lighting and ventilation systems
- b. Have the ability to supervise children in outdoor settings for extended periods of time

NONDISCRIMINATION STATEMENT:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator Mike Hamel, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; or the Office for Civil Rights, Region VIII, U.S. Department of Education Cesar E. Chavez, Memorial Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, Fax (303) 844-4303, Email: OCR.Denver@ed.gov.