

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Preschool Care Paraprofessional	<b>Department:</b> Community Education
<b>Reports to:</b> Assistant Director of Community Education	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-2	<b>Bargaining/Work Unit:</b> MSEA (Para)
<b>Tier/Lane:</b> Tier 2	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

Supervise and engage the students in the Preschool Care Program.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Supervise Children</i>
<b>Percent of Time:</b>	90%	

**Tasks involved in fulfilling above duty/responsibility:**

- Participates in all the activities with children
- Assists in implementation of activities
- Implements behavior modification in cooperation with program staff

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Assist in Program Management</i>
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assists with the maintenance and appearance of the site
- Informs preschool assistant and assists in the maintenance of records of accidents or situations involving children, staff or parents
- Communicates daily in a friendly and informative manner with parents and staff

**Other Duties as Assigned**

## SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with children
- Personal dependability and punctuality
- Maintain regular attendance
- Strong communication and conflict resolution skills
- Maintain attention to detail
- Open to new ideas
- Possess initiative and patience
- Ability to take direction
- Flexibility and ability to work with a variety of staff
- Willingness to learn about and work with children with special needs
- Knowledge and application of basic mathematics and grammar
- Knowledge of/use of basic first aid and safety precautions
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief of Eastern Carver County Schools

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Current First Aid & CPR Certification (or eligible to obtain within first 90 days of employment)

## SECTION VI: EXPERIENCE REQUIREMENTS

- Experience working with preschool children

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

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

Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	F		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	F	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	F	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	C	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	C	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	F
				<b>Sight</b>	
				Vision for close work/ability to adjust	C

Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)		focus	
Distinguishing temperature	O		N	Looking at computer monitor	O
Traveling by automobile	N			Color vision (identify & distinguish colors)	C
				Peripheral, depth perception	C

**Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.**