

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Care Paraprofessional I	Department: Community Education
Reports to: Out of School Time Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-2	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 2	Position Last Updated: August 2024

SECTION II: JOB SUMMARY

Assist in the oversight of and engage with PreK-grade 8 students in the care program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Interact with students in the care program</i>
Percent of Time:	90%	

Tasks involved in fulfilling above duty/responsibility:

- Participate in all the activities with children
- Support children's social & developmental needs
- Create a warm and welcoming environment where all students feel safe
- Assist in the implementation of activities and lessons alongside other program staff
- Assist in the implementation of behavior modification plans as directed

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

Tasks involved in fulfilling above duty/responsibility:

- Assist with the maintenance and appearance of the site
- Inform program assistant of incidents or accidents that need to be documented
- Attend required staff meetings and trainings
- Communicate daily in a friendly manner with building staff, students and families

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 statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- None

SECTION VI: EXPERIENCE REQUIREMENTS

- Preferred experience working with 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	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
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	<i>Noise Levels</i>		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
				Extreme heat (non-weather)	N

Crouching, crawling, kneeling, Squatting	F	Loud noise (i.e. many children laughing & playing, large earth moving	C	Varying weather conditions	F
Stretching/reaching with hands & Arms	C	equipment)		Sight	
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Distinguishing temperature	O			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.