

EARLY CHILD HOOD/PRE-SCHOOL PARAPROFESSIONAL

REPORTS TO: ECFE Teacher and Supervisor of Early Childhood Programs

JOB SUMMARY: To provide assistance to the teacher in implementing the educational program, utilizing parents as team members in accomplishing objectives, accomplishing ECFE program goals and objectives and/or to provide support to professional staff members.

RESPONSIBILITIES:

1. Work with the teacher to assess each child's needs and developmental level.
2. Utilize appropriate educational principles and procedures such as: promoting positive discipline and self-esteem and respecting children.
3. Be aware and helpful with special needs of children.
4. Maintain a healthy emotional climate in the classroom.
5. Complete records and reports as requested.
6. Assist the teacher in planning on a weekly, monthly and yearly basis.
7. Maintain a safe and organized classroom.
8. Assist in implementing classroom activities such as: Gym activities, bathroom, discipline and art. Must be able to run with children, pick up children, get down on the floor with children, diaper and assist with toileting, do physical activities (games, field trips, etc.). Physically intervene with children to keep them safe.
9. Work with children with special needs.
10. Observe and share information on children with team.
11. Move furniture between infant and preschool sessions as needed.
12. Orient parents to the ECFE program.
13. Communicate with parents through newsletters, conferences, telephone calls, etc., on a regular basis and in appropriate respectful manner.
14. Welcome and encourage parents.
15. Work with and instruct substitutes on job tasks.
16. Set up and participate in classroom activities.
17. Help with toileting, wet clothes, ill children, changing diapers, etc.

18. Assist in planning, preparing and serving snacks.
19. Observe and report on health concerns.
20. Provide first aid if necessary.
21. Communicate with ECFE staff, parents, building staff, school personnel, etc.
22. Attend meetings and training as scheduled.

KNOWLEDGE AND SKILLS:

- Knowledge of proper letter formation and manuscript-cursive.
- Skilled in activities related to mathematics, social studies and reading.

MINIMUM QUALIFICATIONS:

- Experience as a teacher's assistant in teaching environment in or outside a school system or related childcare work.
- Ability to communicate effectively.
- Ability to work cooperatively with children and adults.
- Ability to establish and maintain positive working relationships with students, parents, staff and community.
- Ability to maintain confidentiality.
- Ability to perform physical aspects of position.
- Ability to observe and record accurately.
- Ability to meet federal/state guidelines (where appropriate), and/or to successfully complete specified inservice courses.

DESIRABLE QUALIFICATIONS:

- Early Childhood Family Education experience.

BARGAINING UNIT: Paraprofessional

Revised: 4/13/01