



Paraprofessional Vacancy Richardson ISD

POSITION: ASSISTANT CAREGIVER -AIDE I - ASSIGNED CHILD LEARNING ACADEMY

REPORTS TO: CHILD LEARNING ACADEMY SITE MANAGER

PERIOD OF EMPLOYMENT 10 MONTHS - 187 DAYS (PLUS ADDITIONAL 5 DAYS PER DIEM RATE)

SALARY: LOCAL PAY GRADE: PRJ **SALARY RANGE: \$19,751 - \$20,344**

- QUALIFICATIONS AND SPECIAL SKILLS:**
- Minimum age 18 years
 - High School Diploma or equivalent
 - CDA (Child Development Associates) credential preferred
 - Minimum of two years of experience teaching in a licensed child care setting (preferred)
 - Experience working with children ages six weeks - three years
 - Strong communication skills with both children and adults
 - Ability to perform multiple tasks

- MAJOR RESPONSIBILITIES:**
- Assist lead caregiver in preparing and implementing lesson plans
 - Assist lead caregiver in maintaining all reports, records and other documents as appropriate
 - Provide and support a safe learning environment
 - Respond appropriately to the individual needs of children in regards to relationships, environment, safety, health, nutrition and guidance
 - Maintain high-quality child-care based on developmentally appropriate practices and state licensing standards
 - Promote a culture of inclusiveness by actively demonstrating respect for diverse racial and cultural circumstances and experiences
 - Communicate with children in a positive manner and utilize age appropriate classroom management techniques
 - Communicate effectively and clearly with parents, staff and administrators
 - Work in a cooperative manner with all staff members
 - Understand and show respect for confidentiality of children, parents and other staff
 - Complete a minimum of 24 hours of professional development annually
 - Attend required staff development and faculty meetings
 - Assume other responsibilities in the absence of staff
 - Comply with universal precautions and infection control guidelines and procedures
 - Other duties as assigned; including but not limited to, changing diapers, covering classrooms, etc

MENTAL AND PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Child Care Management Software and standard office equipment including personal computer and peripherals, calculator, copier, fax machine, cellular phone, instructional equipment.

Posture/Motion: Prolonged standing, frequent reaching, bending, stooping and ability to participate and conduct floor activities and gross motor activities with children.

Lifting: Moderate (15-44 pounds); Moderate carrying (15-44 pounds), may lift and move classroom equipment and furniture.

Environment: Occasional prolonged and irregular work hours, Inside and outside work, regular exposure to noise, ability to supervise children (physically, visually and auditorily).

Mental Demands: Maintain emotional control under stress; frequent interruptions; adjust work to new ideas, programs and technology.

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: 
 Dr. Christopher B. Goodson
 Assistant Superintendent - Human Resources

DATE: 06-18-2024

EQUAL OPPORTUNITY EMPLOYER
 The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.