



JOB DESCRIPTION

POSITION TITLE: G.S.R.P. Paraprofessional

UNION AFFILIATION: AFSCME Childcare

FLSA STATUS: Non-Exempt

FTE STATUS: 1.00

REPORTING RELATIONSHIP: Director of Early Childhood

GENERAL PURPOSE:

Under the direction of the Director of Early Childhood, the G.S.R.P. Paraprofessional provides structured and innovative instruction that is designed to raise academic achievement levels, physical, social and emotional needs of young children. Provides instruction and training on an individual student basis, and in small or large groups. Prepares, organizes and maintains materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be familiar and implement all LARA licensing regulations when working with children;
- Responsible for actively participating in school building activities, meetings, parent conferences, staffing, training, and home visits;
- IEP, when appropriate, as determined by the building administration or the assigned certified teacher;
- Present lessons to individual children or small groups, assisting in all introductions of information and concepts, selection and preparation of materials, consistently messaging behavior expectations as set by the certified teacher;
- Assist with loading and unloading of children from the buses;
- Responsible for informing the certified teacher of any specific needs or concerns regarding children;
- Responsible for carrying through on suggestions as communicated by the teacher, administration, or MISD ECS;
- Assist with the medical needs of students, as needed;
- Assist with the grooming needs of students' self-care as needed;
- Assist in preparing displays of student learning;
- Secure, set up and operate classrooms technology and hands-on teaching materials and equipment;
- Responsible for being actively engaged in planning, implementing and assisting children in small and/or large groups or working individually one on one with a student. Consistently working positively and cooperatively with the GSRP Teacher(s);
- Perform clerical tasks such as taking attendance, documenting student learning, filling out payroll forms, Food Service forms (breakfast, lunch, oven temperature sheets), etc.;
- Assist teacher in maintaining an orderly, clean and organized classroom physical environment;
- Assist teacher daily in maintaining a positive classroom climate using GRPS Pre-K PBIS expectations;
- Supervise children during daily indoor and outdoor activities to meet childcare licensing requirements;
- Interact with co-workers, administration, children, and parents in positive, supportive, and cooperative ways;

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- Reports incidents (e.g. accidents, incidence, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to administrative and/or school policies;
- Participates in collegial conversations surrounding student achievement on a regular basis, influencing individual, grade, and/or department instruction based on collective examination of student performance;
- Participates in district and school initiatives, adheres to building and district school improvement plans; complies with all Michigan Department of Education and G.S.R.P. requirements;
- Keep in confidence student records and information as required under FERPA;
- Adheres to district, school, and Licensing and Regulatory Affairs (LARA) rules and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Mandated reporter for Child Abuse and Neglect;
- Regular and reliable attendance is an essential function of the position;
- Other duties as assigned by Administration.

SUPERVISORY RESPONSIBILITIES:

- Position supervises students.

EDUCATION and/or EXPERIENCE:

Must have one of the following educational requirements

- Obtained an associate degree (AA) in early childhood education, child development, or the equivalent; or
- A valid classroom CDA credential; or
 - Completed at least two years of study at an institution of higher education (60+ credits) and must be willing to obtain a CDA or associate degree in early childhood education, child development, or the equivalent within two years from date of hire; or
 - Achieved a passing score on an MDE approved assessment and must be willing to obtain a CDA or associate degree in early childhood education, child development, or the equivalent within two years from date of hire;
- Two years' experience working with students preferred;
- Demonstrated ability to interact with children, parents, staff, and community in a courteous manner;
- Required professional development training of 24 hours annually
- Must be certified in First Aid and CPR;
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable;
- Applicant must pass any health requirements of the position including obtaining a physical that ensures ability to perform duties of Pre-K with negative TB results;
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of productivity applications such as Microsoft Office (word processing, Google, Google Meets, email, etc. is required;
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;

- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to explain and demonstrate appropriate teaching techniques;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

TERMS:

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

REASONABLE ACCOMMODATION:

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and to training(s) may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

ENVIRONMENTAL ADAPTABILITY:

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. The employee is required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

FUNCTIONS OF JOB DESCRIPTION:

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

EEO STATEMENT

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

Employee Signature

Date

Employee Services Signature

Date

7/21/2022