

Job Title: Paraprofessional  
Reports To: Lead Teacher and/or Site Director  
FLSA Status: Non-Exempt  
Customary Work Days: Monday through Friday  
Saturday & Sunday may be added as work level dictates.  
Customary Work Hours: 8:30 AM to 5:30 PM  
Hours are extended when work load is increased.

**Position Summary** The role of the paraprofessional is to provide additional support in the Head Start classrooms where preschool children with pre-diagnosed moderate to severe disabilities are enrolled. The paraprofessional's goal is to assist in providing a well-organized, smooth functioning classroom environment in which all children can take full advantage of the instructional program and available resource materials.

**Duties & Responsibilities**

**Interact With Children:**

- Assist the Lead Teacher and Assistant Teacher with instructing and supervising children in classroom activities, especially those children identified as having a moderate to severe disability.
- Work with individual children or small groups of children to reinforce new skills initially introduced by the teacher.
- Assist the Lead Teacher and Assistant Teacher in devising and implementing special strategies for reinforcing skills based on the special needs and abilities of each child.
- Assist with critical daily activities such as classroom transition times, mealtimes and toileting.
- Utilize appropriate language, interactions and positive discipline.
- Model positive behavior.
- Implement age appropriate activities that support the Head Start standards, the NAEYC standards and the Creative Curriculum.
- Implement and model family style eating during meal times.
- Assist with field trips or day trips such as neighborhood walks under the supervision of the Lead Teacher.
- Continuously monitor children to ensure safety at all times, and report child abuse and neglect.

**Assess Children:**

- Assist the Lead Teacher in administering and scoring appropriate screenings and assessments required by the program according to designated timelines.
- Take pictures and maintain anecdotal notes, written observations, and other approved forms of documentation for each child when instructed to do so by Lead Teacher.

**Curriculum Preparation:**

- Utilize research library, research, plan, and develop age appropriate activities for lesson plans in conjunction with Lead Teacher, Assistant Teacher and Education Coordinators.
- Assist Lead Teacher and Assistant Teacher with developing appropriate individualization activities for the children identified with disabilities and document these on the lesson plans.
- Assist Lead Teacher and Assistant Teacher to prepare activities that support lesson plans.

**Communicate With Parents:**

- Maintain open communication with parents by scheduling and conducting parent/teacher conferences and home visits.
- As a parent advocate, help resolve issues or concerns that are raised by parents and staff.
- Inform parents about daily classroom routine, expectations, policies, field trips and volunteer opportunities.
- Communicate with parents about incidents that have been observed and/or recorded on site.
- Obtain all required classroom parental signatures such as on all incident reports and field trip permission slips.

**Documentation:**

- Assist in designing and completing documentation panels for the classrooms and hallways.
- Complete all necessary paperwork for classroom activities including meal count sheets, attendance, screenings, parent/teacher conferences, and home visits in a timely manner.
- Maintain accurate and up to date progress notes for all primary care children, especially those identified with a disability.
- Maintain up to date and accurate education folders.
- Maintain accurate and up to date portfolios.

**Administration:**

- Work closely with Site Director, Head Start Manager, classroom teaching team, Education Coordinators and other content area specialists.
- Actively participate in meetings which may include management, teaching team, center, committee, parent, parent policy, family reviews, city/state, agency, and board meetings.
- Attend and actively participate in all IEP meetings with teaching staff and parents.
- Participate in team meetings. Communicate and share ideas and concerns with Lead Teacher, Assistant Teacher, Site Director, Education Coordinator and other management team members.
- As staff, parent, and child advocate participate in agency committee meetings i.e. health advisory, advocacy, etc.
- Participate in staff In-Services.
  
- Engage in continuing education and professional development

activities such as trainings, workshops, and classes to meet required qualifications.

- Assist in completing required documentation.

**Classroom Maintenance:**

- Help to maintain a clean and organized learning environment.
- Sanitize all surfaces, equipment, and classroom toys.
- Maintain a quality room arrangement in compliance with curriculum standards.
- Assist with routinely checking classroom equipment and materials to ensure they are in good repair.

**Other Duties As Assigned**

**Job  
Requirements**

**Education and/or Experience:**

- High School Diploma or Equivalence Certificate.
- Experience with children preferred.

**Qualifications:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be at least 18 years of age.
- Cooperates successfully as a member of a team.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Meet any specific content area requirements.
- Participate in monthly paraprofessional trainings provided by CYS and any other trainings deemed necessary by the agency. It is also important to bring back and share information presented at such meetings.
- Ability to maintain confidentiality.
- Effective oral and written communication skills.
- Demonstrated capability to interface and maintain effective relationships with staff, consultants, and regulatory/funding representatives in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail Oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using word-processing system.

**Language Skills**

- Ability to read and speak English proficiently.
- Bilingual-Spanish preferred.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).
- Transportation time spent commuting between sites and to attend meetings, trainings, in-services, and home visits.
- The employee may be required to work at multiple agency locations if necessary.

**Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Internal office space and classroom.
- The noise level in the work environment is usually moderate to high.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_