



Paraprofessional (CTE)

Job Overview

The job of Paraprofessional CTE (Childcare) was established for the purpose(s) of working with individual or classrooms of children to provide quality programming in a safe, nurturing, and familiar environment which supports children's physical, social, and cognitive development by providing children with the opportunity to learn, play, and participate in structured activities. This position will also involve instructing and mentoring high school students in the childcare setting.

This job reports to the School Site Principal and Childcare Director

Essential Functions

- Monitors children individually and in a group setting for the purpose of ensuring a safe and positive environment.
- Provides a meaningful learning experience to children by planning and preparing materials and following adopted curriculum.
- Enforces standards of behavior, discipline, and consequences by following established rules, expectations, and limits (outlined in state licensure guidelines and WCS Parent Handbook), in a consistent manner that is within a child's developmental ability for the purpose of ensuring the safety and well-being of students.
- Organizes and supervises activities by being an active participant with children in group activities, enforcing safety rules, and intervening when needed to ensure productive play and safety precautions.
- Carries out all program activities including taking attendance, preparing and distributing snacks and meals, following / delivering curriculum, and monitoring children following licensing requirements.
- Communicates effectively to build positive relationships and a welcoming environment with staff members, children, parents and administrators by using tact and good judgement.
- Maintains confidentiality, exhibits interpersonal skills, demonstrates initiative, and maintains district, state and department rules, regulations, and standards to work as an effective team member and to support the goals and priorities of the childcare.
- Maintains classroom equipment, work area, manual and/or electronic files and records for the purpose of ensuring availability of items; providing a safe learning environment; and/or meeting mandated requirements.
- Keeps supervisor informed of potential problems or unusual events and reports observations of incidents (e.g. discipline; accidents; inappropriate social behavior, etc.) to maintain records and to be used for parent notification.
- Administers basic first aid as may be required (e.g. taking temperatures, dispensing Band-Aids, contacting parents for sick or injured students, etc.) for the purpose of providing appropriate care for ill and/or injured children in accordance with State laws and District policies.
- Participates successfully in staff meetings, training programs, and workshops to increase skills and proficiency as related to the district and department goals and objectives. CPR certification and ongoing professional development are required to meet licensure standards
- Assists in maintaining the school and childcare materials, equipment, and property (e.g. bagging and taking out the trash; cleaning tables; sweeping; and cleaning toys) to maintain a clean and orderly environment for the school and childcare.
- Complete knowledge of emergency procedures appropriate for the site (e.g. sign in and out process; first aid, fire, tornado, etc.) to ensure the safety of all individuals at the location.



- Mandatory reporting to local law enforcement and/or other qualifying agency of suspected abuse or neglect of a child to ensure compliance with state and district guidelines.
- Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the childcare center.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling. Generally the job requires 30% sitting, 20% walking, and 50% standing.

Qualifications

Minimum experience: Job related experience is required

Minimum education: High School Diploma or equivalent

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skill to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; state and program reporting; and operating standard office equipment including pertinent software applications.
- Knowledge-based competencies required to satisfactorily perform the functions of the job include: read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; stages of child development; and program rules and regulations.
- ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.
- Flexibility is required to work with others in a variety of circumstances and work with data utilizing defined but different processes. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as a team; and working with constant interruptions.
- Responsibilities include: working under direct supervision; leading, guiding, and/or coordinating others; accurate reporting; identifying potential problems and/or opportunities; and modeling expected behavior.

Required Testing:
None Specified

Required Certificates and/or Licenses:
None Specified

FLSA Status:
Non-Exempt

Continuing Education/Training:
CPR Certification Preferred

Clearances:
Criminal Justice Fingerprint/Background Clearance

Employee Type:
Classified

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