



TITLE: Community Learning Center Paraprofessional

FLSA STATUS: Exempt

REPORTS TO: Community Ed. Coordinator & Community Ed. Director

CLASS SUMMARY:

Assist in a safe, caring, enriching, and recreational environment conducive to learning and social interactions. Assist in the daily management of classroom materials, routines and students.

The candidate must demonstrate a warm and welcoming rapport with children and parents, have knowledge of child development, communicate effectively and professionally, possess excellent organizational and management skills. They must maintain confidentiality, and have a passion for working with children and parents. Experience working with parents and children, ages birth to five, is desired. The candidates may also provide care and support to students with a variety of needs. Must be physically able to lift classroom equipment; physically able to be active with small children including sitting on the floor, kneeling, squatting, bending etc. The candidate must also be available some evenings.

TYPICAL CLASS ESSENTIAL DUTIES:

1. Assist the classroom lead in providing comprehensive, individualized, appropriate and nurturing programs for each child, and will assist in the daily management of classroom materials, and routines.
2. The candidate must demonstrate a warm and welcoming rapport with children and parents, have knowledge of child development, communicate effectively and professionally, possess excellent organizational and management skills.
3. Provides individualized assistance to students with special needs, under the direction of a teacher, which may include; assisting students on and off buses, assisting students with personal needs and administering sensory therapy as needed.
4. Supervise students in a variety of activities and reports incidents to the appropriate lead, coordinator, or administrator.
5. Maintain confidentiality, and have a passion for working with children and parents.
6. Physically able to lift classroom equipment; physically able to be active with small children including sitting on the floor, kneeling, squatting, bending etc.
7. Availability for some evening/ weekend classes and events
8. Participates in collecting, organizing, and maintaining a variety of data and information related to student progress, level, behavior, and/or other applicable issues.
9. Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE:

- To be highly qualified, the paraprofessional must have at least a 2-year degree and have previous experience working with school-aged children.
- Other paraprofessionals must hold a high school diploma, or G.E.D., and have previous experience working with school-aged children.
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- N/A

KNOWLEDGE:

- Educational settings
- Modern office equipment
- Organizational methods

PHYSICAL REQUIREMENTS:

- Position involves frequent sitting, standing and walking.
- Position involves listening, speaking clearly, and visual acuity.
- Position occasionally lifts and moves up to 20 pounds.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.