

South Bend School District
Early Learning Center

Position: **Paraeducator**
Reports to: Early Learning Center Director
Hours: 34 hours per week, as scheduled
Preferences: Bilingual, AA Degree, 30 Early Childhood Education Credits, Previous Early Childhood Experience, Paraeducator Test

Job Summary: The Early Learning Center (ELC) Paraeducator is responsible for assisting the director, teachers, specialists and early learning staff in preparing and maintaining classroom operations, tracking and maintenance of building organization and inventory, supervision and data collection in order to provide quality preschool services that meet or exceed ECEAP, child care licensing, and Early Achievers standards. The paraeducator participates in presenting a developmentally appropriate and comprehensive child development program under the direction of the classroom teacher, including supporting the children in their learning experiences, and welcoming and supporting parents in the classroom. The paraeducator is instrumental in setting the stage for a positive building and program culture.

Para-educators share in the responsibility of caring for and educating the children and must be present during classroom hours.

Preferences:

Bilingual
Associates Degree, 30 Early Childhood Education (ECE) Credits
Knowledge of Early Childhood: ECEAP, Child Care Licensing, Early Achievers (CLASS/ECERS)
Paraeducator Test

Requirements:

1. Standard Program Requirements:

High School Diploma or GED
Paraeducator Test
30 Hours Basic STARS Training
12 Early Childhood Education (ECE) Credits
Food Handlers Card
First Aid/CPR Card
TB Test
Clearance of Criminal Background Check/Fingerprints
Bloodborne Pathogens Training
Disaster Plans and Emergency Procedures Training
WA State Drivers License
Be able to lift 50 pounds
Be able to sit on the floor
Be able to bend, twist, and crouch

2. The paraprofessional must demonstrate special knowledge and skills including:

- Enjoy working with children and their parents/guardians.
- Create a pleasant, inviting and comfortable atmosphere.
- Demonstrate a nonjudgmental attitude; be open to working with all types of adults and children regardless of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status, and socioeconomic status.
- Make every effort to communicate with families in their home language. Be diligent and comfortable using a variety of communication modalities, including the use of an interpreter.
- Can effectively communicate the philosophy of the center and its programming.
- Demonstrate loyalty to the mission of the department and its individual programs.
- Maintain a high level of ethical behavior and confidentiality of information as required by law.

- Team oriented with excellent interpersonal and communication skills
- Must be flexible and comfortable with unexpected change.
- Must be able to take direction from the ELC director and lead teacher (certificated and/or classified) and assist with other duties as defined when such work is necessary to fulfill the obligations of the program.
- Possess strong organizational skills as well as the ability to handle multiple demands simultaneously and professionally; able to manage time efficiently, patiently work well under pressure with high standard of accuracy and attention to detail, and timely completion of work.
- Arrives at work on time; punctually attends and actively participates in all required program activities. Flexible in schedule, including being available to work the occasional evening or weekend. Time worked beyond the daily schedule will be compensated.
- Demonstrate conflict resolution skills and effective problem solving. Able to discuss concerns directly and openly.
- Responds to crisis or emergency situations in a professional manner.
- Submit leave requests, timesheets and other staff compensation forms; meet district and program reporting requests and timelines.
- Computer skills including, but not limited to, the use of Microsoft Word, Google Calendar, and Gmail; use and navigation of various forms of social media including Facebook

Essential Functions:

A. Building/Classroom

1. The ELC paraeducator is responsible for knowing and assisting the director and lead teacher in ensuring the understanding and implementation of all:
 - School District and Program Policies
 - Childcare Licensing Rules
 - ECEAP Performance Standards.
 - Early Achievers Quality Standards
 - WA State Early Learning and Developmental Guidelines
 - CACFP Food Program Guidelines
2. Greet parents and visitors. Communicate information changes (address, telephone number, etc.) to front office and classroom staff.
3. Assist parent helpers by welcoming and providing suggestions on how to help/engage in classroom activities. Encourage parents to participate with all the children.
4. Maintain safety precautions and building security; monitor visitor access to the lobby and classrooms, ensure doors and windows remain closed and locked, and ensure that children are accounted for at all times.
5. Supervise children both indoors and outdoors; follow zoning protocol.
7. Maintain an approachable, consistent, nurturing demeanor.
8. Participate in creating and maintaining a classroom environment that is developmentally appropriate and conducive to learning. Encourage children to participate.
9. Engage with the children; be on the floor or at their eye level as much as possible. Be informed of and participate in implementing developmentally appropriate practices for an early childhood setting.
10. Duties may include leading small group, reading outloud, singing/dancing and engaging in gross motor activities, eating meals with students, speaking in front of groups, making cold calls, and engaging with staff, parents, students and other professionals including licensers on a daily basis.
11. Participate in data collection efforts under the direction of the lead teacher.
12. Support lead teacher in distributing flyers, memos, newsletters, menus and the daily bulletin.
13. Engage in positive communication and collaboration with the specialists, family support, transportation, cook and front office staff.
14. Participate in planning, setting up, and implementing family nights and other center activities.
15. Identify and contact families to gain participation in district and program functions.
16. Keep the classroom and storage spaces neat, orderly, and welcoming.
17. Maintain organization in the work environment and in required tasks.
18. Maintain and replenish inventory of supplies.
19. Inform the director of any concerns that can affect students, families or general program operations.

B. Other

1. Assist with other duties as defined by the classroom teacher or Early Learning Center director when additional work is necessary to fulfill the obligations of the center.

C. Professional Development

1. The employee must be willing to engage in professional development and continuing education efforts as required of the position and/or requested by the director, including but not limited to, fall orientation, staff meetings, early release training days, all staff work days, mandatory DEL trainings.
2. All ELC staff is required to complete staff development plans.
3. Documentation of all training hours must be entered into the DEL/MERIT database and verification provided to the Director in a timely manner.
4. Willing to work occasional evenings and to travel overnight on rare occasion; open to working for an extended work year beyond the school calendar.

Employee Signature _____ Date _____