

CLASSIFIED STAFF JOB DESCRIPTION

Job Title: **Paraeducator, Kindergarten Care**
 Pay Program: **Classified Staff / Paraeducator Schedule**
 Reports to: **Building Administrator**
 Prepared/Revised Date: **March 19, 2009**

FLSA Status: **Non-Exempt**
 Pay Range: **Instructional Pay**
 Work Year: **9 months**

SUMMARY: Assist Kindergarten Care Specialist in all aspects of providing an enriching play based experience for kindergarten aged children using best practice for early childhood education. This program is regulated by the Colorado Dept of Human Services, Childcare Division and their standards must be met.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Participates in the preparation and lesson plans of activities to provide enriching play based experiences for kindergarten aged children	D	20%
2. Assists children with classroom activities i.e. art projects, block building, manipulative play.	D	20%
3. Supervises children during playground, lunchroom, classroom activities and field trips.	D	20%
4. Helps maintain the space, furnishing and supplies.	D	5%
5. Works effectively as a K Care team member; communicating program needs and children's issues and attending professional development training as required.	D	10%
6. Assists in maintaining behavioral standards as set by the K Care specialist.	D	20%
7. Performs other duties as assigned including, and not limited to, assisting children with health and personal habits which may include hand washing and bathroom accidents.	D	4%
8. On-going training will be provided by K-Care and Community School Program. By State requirements for child care employees must attend 15 hours of training each year.	Y	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- At least three months full time work experience with satisfactory and reliable work with young children.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background and reference checks required for hire.
- Willing to obtain Universal Precaution Training.
- CPR and First Aid Training preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Basic Bilingual skills (English/Spanish) preferred at some sites.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Direct Report: K Care Specialist/K Care Manager Building Administrator (Principal)	405-105/106
	Indirect Report: K Care Specialist/ K Care Manager /CSP Director	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

SAFETY TO SELF AND OTHERS

Be aware and create, to the best of one's' ability, a physically and mentally safe environment for self and others.

Report all unsafe working conditions.

The physical demands, work environment factors and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger to handle materials; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb and/or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, evaluate, use interpersonal skills, and compile.