

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title:	Paraeducator, Intensive – Teen Parenting Program	FLSA Status:	Non-Exempt
Pay Program:	Classified Staff / Paraeducator Schedule	Pay Range:	Intensive pay
Reports to:	Building Administrator	Work Year:	9 months
Prepared/Revised Date:	January 9, 2008		

SUMMARY: Supervise, nurture and assist infants and toddlers of high school parents in the BVSD Teen Parent Program.

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. Provide appropriate activities daily to ensure the child’s healthy growth in all areas, including physical, emotional, social, language and cognitive acquisition. Provide a positive environment and maintain such an environment based on the State of Colorado guidelines and regulations.	D	20%
2. Organize, plan and implement activities to stimulate the children’s physical, emotional, cognitive and social growth, help them to learn through play. Observe child’s behavior and record, fill out all paperwork in a timely manner, plan and implement age appropriate activities, on a daily basis. Note and report any illness and injuries.	D	15%
3. Communicate effectively and positively regarding infant/toddler needs, progress and regression with parents, staff and supervisors.	D	25%
4. Demonstrate knowledge of Developmentally Appropriate Programming and Emergent Curriculum and principles. Continue education and training throughout the school year.	D	5%
5. Interact with other staff members to coordinate resources and center maintenance.	W	5%
6. Provide personal care to infants and/or toddlers requiring hygiene issues such as, and not limited to, diapering, feeding, ensure safety for all infants and toddlers involving emotional stability, cognition, behavioral support. Tend to their most basic needs.	D	25%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent
- Group Leader Qualified (GLQ) preferred.
- 1 year of proven experience with infants and teenage populations required
- Must meet requirements as set forth by the State of Colorado.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- A criminal background check required for hire.
- CPI, CPR, First Aid and Universal Precautions certifications within 60 days after hire.

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Basic math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office product; Word, Excel, PowerPoint, Access, and Publisher, along with Outlook, Front Page and Infinite Campus.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Direct Report: Nursery Learning Center Coordinator Indirect Report: Teen Parent Program Coordinator	105/106

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

SAFETY TO SELF AND OTHERS

Be aware and create, to the best of ones' 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 reach with hands and arms; climb or balance; talk or hear. The employee frequently is required to stand, walk, and sit; stoop, kneel, crouch, or crawl; smell. The employee is occasionally required to climb and/or balance. The employee must regularly lift and/or move up to 50 pounds and lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; outdoor weather conditions. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals. 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. Frequently required to copy, instruct and negotiate.