



City of St. Charles School District

PARAPROFESSIONAL – EARLY CHILDHOOD

Reports to:	Building Administrator
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	182 days according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the building principal/supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To assist the teacher in a variety of ways to implement the instructional program, including working directly with children (if required) in small groups or on a one-to-one basis. To establish effective rapport with student assigned to the classroom; to motivate pupils to develop attitudes and knowledge needed to provide a good educational foundation, in accordance with each pupil's ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Collaboratively assists the teacher and/or therapist in devising strategies for reinforcing content, skills and processes based on an understanding of individual students, their needs, interests, and abilities.
- Assesses and documents student progress according to developmentally appropriate assessment techniques as directed by the teacher and/or therapist.
- Collaboratively assists with large group/whole class activities.
- Collaboratively assists with maintaining work and activity areas, equipment, materials and facilities.
- Assists the student(s) assigned to him/her with physical tasks (i.e. putting on/taking off outerwear, moving from room to room, etc.)
- Conducts learning games with students according to established procedures.
- Assists teacher with student needs and other learning activities.
- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher.
- Ability to implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.

- Assists with lunch, snack, clean-up, wash-up, and toilet routines.
- Attends district workshops as directed.
- Maintains confidentiality, unquestionable integrity.
- Take over classroom when lead teacher is out or absent.
- Attend/Complete District PD and training.

SUPERVISORY RESPONSIBILITIES:

Assist the teacher in the supervision of children in the classroom, and on community access/field trips.

QUALIFICATIONS AND REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent.
- 60 hours of college credit may be required for some paraprofessional positions
- Prefer prior experience working with children

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, students, staff and the general public consistent with the duties of this position.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with children who have learning needs and ability to work with other adults.
- Ability to work with individuals and groups of students to support academics and behavior management.
- Must have patience working with children.
- Ability to learn new skills, flexibility and willingness to perform a variety of tasks.
- Works well with others, follows written and oral directions and completes assignments given.
- Ability to establish and maintain effective working relationships with students, peers, parents and staff members, other departments and business contacts outside of District.
- Is self-directed, and works without direct supervision.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses excellent oral and written communication skills consistent with the duties of this position
- Possesses interpersonal relationship skills consistent with the duties of this position.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Paraprofessional Early Childhood
Revised SY 2009-2010
Revised SY 2022-2023