

TITLE: Early Childhood Family Education Paraprofessional

QUALIFICATIONS:

1. Demonstrate aptitude for the work to be performed.
2. High School diploma.
3. Experience with Microsoft Office Products.
4. Interest in working with young children.
5. Able to lift 50 pounds.
6. Any additional qualifications as the ECFE staff may find appropriate and acceptable.

REPORTS TO: Early Childhood Family Center Coordinator and Community Education Director

JOB GOAL: To provide Early Childhood staff assistance necessary to meet EC program objectives. To care for siblings in a safe, stimulating environment while parents and children attend parent/child classes.

PERFORMANCE RESPONSIBILITIES:

1. Provide warm, caring environment for children.
2. Ensure a safe environment.
3. Keep attendance records, and note any special concerns regarding the children in sibling care.
4. Assist Early Childhood teachers in classroom setting.
5. Help prepare materials for the classroom and special events.
6. Attend staffing conferences when appropriate.
7. Maintain confidentiality as per mandated data privacy laws.
8. Fulfill needs and other duties as determined by EC staff.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.