

JOB DESCRIPTION

POSITION TITLE: Head Start Paraprofessional

PC Approved: 3/20/2025

STARTING WAGE: \$18.00 - \$20.00 per hour

BENEFITS: Agency-paid family insurance up to \$1,100/month or single health insurance (prorated per schedule); 4% retirement match after 6 months; Life Insurance

CLASSIFICATION: Full Time Seasonal

ACCOUNTABLE TO: Head Start Director, Education Manager, and Teacher

QUALIFICATIONS:

A high school diploma or equivalent with relevant experience in early childhood education. Must possess or be willing to obtain a Child Development Associate (CDA) credential or an equivalent qualification with experience working with preschool children and their families.

PRIMARY OBJECTIVE OF THE POSITION

The role of the paraprofessional in the classroom is to provide educational support for all children. Each classroom paraprofessional must possess or develop sufficient knowledge and skills in key areas, including emergency procedures, building orientation, roles and responsibilities, confidentiality, mandated reporting, and student safety.

Paraprofessionals are expected to continuously develop their expertise related to the children they support. This includes gaining an understanding of disabilities, following lesson plans, and implementing appropriate follow-up activities to meet the educational and developmental needs of all children.

MAJOR AREAS OF ACCOUNTABILITY

Teamwork:

- Collaborate effectively with team members, sharing duties with the Teacher.
- Support Assistant Teacher/Co-Teacher or substitutes when the primary teacher is absent.

Child Recruitment and Family Assessment:

Paraprofessional

- Responsible for the initial recruitment information of children into the Head Start Program.
- Assist with recruitment of children into the Head Start Program.

Child Development and Curriculum Implementation:

- Foster phonemic, print, and numeracy awareness in children. Help children communicate effectively using a growing vocabulary.
- Provide resources for each child's physical, social, emotional, and intellectual growth.
- Support the development of daily lesson plans that implement the curriculum to fidelity in the classroom and on home visits.
- Support Assessment and Reporting: support complete assessments three times per year for each child, using data to inform lesson planning.
- Support daily evaluation activities and report weekly, quarterly, and final work progress with each child.

Data Management and Reporting:

- May be responsible for inputting daily attendance and communication and identifying requirements into Child Plus.
- Adhere to the agency's policy concerning data privacy.

Parental and Community Involvement:

- Encourage community members to participate in the Head Start program and support parent volunteers.
- Support for parent meetings, field trips, snacks, and parent volunteer schedules in conjunction with parents.
- Support writing regular newsletters to parents with program updates.

Supervision and Training:

- Provide ongoing support to volunteers and team, ensuring they feel worthwhile and valuable.
- Portray a professional image worthy of imitation and encourage the team to achieve higher goals.

Child Safety and Compliance:

- Ensure each child's safety while they are in our care.
- Responsible for Child and Adult Care Food Program (CACFP) duties, including food record management and monitoring.

Communication and Reporting:

- Inform the immediate supervisor of all problems and unusual or extraordinary matters of significance that come to their attention so that prompt corrective action can be taken where appropriate.

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- **Reporting:** Inform supervisors of significant issues or concerns, allowing prompt corrective actions.

Other Duties:

- Perform other duties and responsibilities as assigned by the supervisor.

REQUIREMENTS

- **Background Checks:** Must meet the requirements outlined in 1302.9b of the Head Start Performance Standards.
- **Professionalism:** Maintain a professional atmosphere within the work environment with Head Start/Early Head Start and school staff.
- **Punctuality and Time Management:** Consistently arrive on time, manage your schedule effectively, and meet all deadlines.
- **Physical Requirements:** Must be able to lift 10 lbs. frequently and 10-50 lbs. occasionally.
- **Travel:** Must be able to attend out-of-town overnight meetings on occasion.
- **Interpersonal Skills:** Must be mature, sensitive, and able to relate well to children and adults.
- **Personal Presentation:** Must maintain a neat and well-groomed appearance.
- **Communication Skills:** Must have good reading, writing, and communication skills.
- **Learning Environment:** Create a conducive learning environment for both home visits and center activities.
- **Professional Development:** Demonstrate a willingness and desire to improve professionally.
- **Commitment:** Must be dedicated to fulfilling responsibilities in alignment with the program's philosophy and goals.
- **Transportation:** Must have reliable transportation and live within the general service area.
- **Population:** Must possess the ability to work with low-income families and relate well to parents.
- **Head Start Commitment:** Must be dedicated to the Head Start Program's philosophy and goals.

Paraprofessional

Equal Opportunity Employer Statement

We are an Equal Opportunity Employer. We do not discriminate based on race, religion, color, sex, age, national origin, or disability.