



## Rockford Area Schools Job Description

# ECFE/SR Paraprofessional

### General Definition of Work

Performs intermediate administrative support work assisting with the preparation of structured activities for students, and related work as apparent or assigned. Work is performed under the moderate supervision of the ECFE Coordinator.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

### Essential Functions

Assists with preparing and implementing activities appropriate for the age, skill and development level of the student.

Assists Early Childhood Family Education instructors with classroom preparation including set-up, cleaning and supply care and maintenance; takes classroom attendance.

Provides a positive environment for acceptance and caring of students.

Monitors and supervises the behavior of students to enforce program rules and guidelines; ensures the safety of children.

Observes student behavior to detect potential behavioral problems and assists with preparing reports on incidents.

Plays and interacts with students; reads to students and provides toys and activities to occupy them.

Greets parents, students and siblings arriving for programs and events.

Works with individual students or groups as directed; assists with snack preparation.

### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of program rules and regulations; general knowledge of childhood development stages and parenting; general knowledge of first aid techniques; ability to organize, supervise and maintain discipline over children in play and educational activities; ability to understand and work effectively with children; thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

### Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

### Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and observing general surroundings and activities; work occasionally requires exposure to outdoor weather



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conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic) .

### **Special Requirements**

CPR and First Aid Training

Blood Borne Pathogens Training.