



INSTRUCTIONAL

PARAPROFESSIONAL - INFANT | TODDLER

JOB DESCRIPTION

JOB TITLE: Paraprofessional - Infant/Toddler Lead
REPORTS TO: Campus Principal
LOCATION: Campus Assigned

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-04
DAYS: 192
JOB ID & DATE: CLS-08, September 2023

JOB PURPOSE SUMMARY

This position supports the development and growth of infants and toddlers. Supervises children, and guidance of student assistants as needed.

REQUIREMENTS

Education Level Details

High School Diploma or GED

License / Certification Required

ECT Infant or Toddler

Work Experience Required

Experience working with infants and toddlers preferred

Other Skills and Abilities Required

Strong interpersonal skills and the ability to engage effectively with young children.

Knowledge of Colorado's Early Learning and Development Guidelines.

Patience, empathy, and a nurturing approach when working with preschoolers.

Ability to follow the lead of the classroom teacher and assist with classroom management.

Basic computer skills and familiarity with educational software.

Physical capability to actively engage with children and meet their developmental needs

Bilingual in English and Spanish preferred

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a positive, nurturing guide for children.
- Model professional and ethical standards when dealing with children, parents, staff, and community, following and upholding school rules and standards.
- Safely supervise children in both instructional and assessment activities in and out of the classroom.

- Participate in planning sessions with the learning team, communicating with parents and school officials as needed.
- Provide student supervision in groups and at recess.

Instructional Support

- Prepare instructional plans and materials with classroom displays.
- Help maintain a neat and orderly classroom.
- Provide orientation and assistance to substitute aides and student assistants.

Child Management

- Help supervise children throughout the school day, inside, and outside the classroom.
- Keep the center supervisor informed of concerns.

Records and Reports

- Keeps informed of and complies with state and district policies and regulations.
- Help center supervisor keep administrative records and prepare required reports.

Other

- Helps with inventory, care, and maintenance of equipment.
- Assists in the campus office as needed.
- Participates in training sessions, faculty meetings, and special events, as required.
- Maintains confidentiality.
- Follow district safety protocols and emergency procedures.
- Performs other job-related duties as assigned by the campus principal or designee.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential

functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. The role may involve providing specialized care, including potential diaper changing.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____