



# INSTRUCTIONAL

## PARAPROFESSIONAL - PRESCHOOL GROUP LEAD

### JOB DESCRIPTION

**JOB TITLE:** Paraprofessional - Preschool Group Lead  
**REPORTS TO:** Campus Principal  
**LOCATION:** Campus Assigned

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-05  
**DAYS:** 192  
**JOB ID & DATE:** CLS-06, September 2023

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### JOB PURPOSE SUMMARY

Instructional Paraprofessionals in a preschool setting provide essential support to teachers in delivering high-quality early childhood education, ensuring the well-being and educational development of young children in accordance with Colorado's early learning standards.

### REQUIREMENTS

#### Education Level Details

High School Diploma or equivalent is required.

Completion of a Child Development Associate (CDA) credential or coursework in early childhood education is highly preferred.

#### License or Certification

Colorado Early Childhood Teacher Assistant (ECTA) Credential or equivalent  
Substitute Certification highly preferred

#### Work Experience Required

Previous experience working with preschool-aged children in an educational or childcare setting is 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

- Supervise and support preschoolers throughout their education environment, communicate with certified staff as appropriate to ensure student success to their educational environment as well as student safety and security at all times
- Prepare instructional materials for small and large group activities and implement the daily lesson plan as directed by certified staff. Modify and adapt instructional materials to support the participation of students with disabilities.
- Collaborate with preschool teachers to implement developmentally appropriate activities that align with Colorado's Early Learning and Development Guidelines.
- Actively engage with preschool-aged children, fostering a positive and nurturing learning environment.
- Provide one-on-one or small-group support to children, reinforcing early literacy, math, social-emotional, and motor skills.
- Assist in maintaining a structured and safe classroom environment, following behavioral guidance strategies as directed by the teacher.
- Prepare and organize materials and resources for developmentally appropriate activities.
- Assist in observing and assessing children's progress, documenting observations as needed.
- Facilitate age-appropriate use of technology and educational software.
- Provide support to children with diverse learning needs, following individualized plans as required.
- Maintain open and effective communication with parents or caregivers regarding children's progress and needs.
- Ensure the safety and well-being of preschoolers, including assistance with toileting, hygiene, and health-related needs.
- Collect data related to children's development and behavior, as required.
- Assist in organizing and cleaning the classroom and creating an inviting learning environment.
- Help children transition between activities and routines.
- Sanitize the classroom student toys, equipment, as well as ensure that toys, equipment and materials are in good repair at all times in accordance with the Department of Health and Human Services licensure regulations.

- Facilitate the inclusion of children with special needs, promoting an inclusive classroom.

Other

- Perform other duties as assigned.
- Professional Development: Participate in ongoing training and professional development as required by Colorado's early childhood education standards.

**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: \_\_\_\_\_