Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

| | | | |
|---|---|---|---|
| Job Title: | **Paraprofessional, Early Childhood** | FLSA Status: | **Non-Exempt** |
| Job Family: | **Classified - Instructional Support** | Pay Range: | **PT07H** |
| Prepared/Revised Date: | **August 1, 2026** | Job Code: | **41503** |

**SUMMARY:** Responsible for assisting the early childhood teacher with implementing instruction and/or reinforcing learning skills in one-on-one, small and/or large groups of children ages 3 - 5. Assist with assessing students, preparing classroom materials, completing paperwork, maintaining files, documenting student achievement and/or monitoring students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist the classroom early childhood teacher with implementing instruction and reinforcing learning skills in one-on-one, small, and/or large groups of children ages 3 - 5. Implement and support the early childhood teacher's instruction plan, including assisting with the development of the academic and social/emotional instructional content, format, classroom environment and daily schedule for morning and afternoon classrooms.
2. Support the classroom teacher in the assessment of children formally using Teaching Strategies GOLD three times a year and on an ongoing informal basis through the development of anecdotes, portfolios and the use of classroom assessments.
3. Assist teacher in preparing classroom materials, completing paperwork, maintaining files and documenting student achievement.
4. Monitor students in classroom and during, recess, on field trips, getting on and off the bus, etc. Reinforce classroom rules and expectations and implement behavioral techniques and methods appropriate to students' circumstances.
5. Support the classroom teacher in communicating the child's daily progress with parents or other staff who work with the child.
6. Assist early childhood teacher and/or administration with special projects.
7. Attend appropriate in-services, building meetings, training, IEP meetings, parent conferences, school functions and/or home visits (Head Start families).
8. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate degree required, Bachelor's degree preferred
- Minimum of a Level II in the Professional Development Information System (PDIS) of Colorado Shines
- One year of related experience
- Experience working with students in a school setting preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- CPR and First Aid certifications within 30 days of hire
- PSD Blood Borne Pathogens course completed within 30 days of hire
- PSD Medication Administration course completed within 30 days of hire
- Valid Early Childhood medical statement completed within 30 days of hire
- Current immunizations statement completed within 30 days of hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Ability to understand diverse learning needs, second language instructional practices and special education modifications in children
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and media equipment
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | School Administration | |
| **Direct reports:** | This job has no direct supervisory responsibilities. | |

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess, on field trips, etc.

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | X | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | | X | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 50 pounds | | X | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | | | X |
| Coordinate | | | X | |
| Instruct | | | | X |
| Compute | | | X | |
| Synthesize | | X | | |
| Evaluate | | X | | |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | | X | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | X |
| Close vision (clear vision at 20 inches or less) | |
| Distance vision (clear vision at 20 feet or more) | |

| VISION DEMANDS: | Required |
|---|---|
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |