



Job Title: Afternoon Part-time Early Childhood Paraeducator	Reports to: Director of Early Childhood
Department: Instructional	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview:

Early Childhood paraeducator in a language-based early childhood classroom that is designed to facilitate and integrate communication development into all areas of the curriculum. Functions as a member of a child’s instructional team and provides support to the primary case manager.

Essential Duties and Responsibilities:

- Prepares materials needed for instructional activities.
- Prepares the classroom area daily for instruction, including set up and clean up.
- Leads small and large group lessons utilizing the schools adopted curriculum as guided by the classroom teacher/speech language pathologist.
- Assists lead teacher/speech-language pathologist in curriculum assessment on a regular basis.
- Understands and implements therapy goals and strategies for each student as guided by the classroom teacher/speech language pathologist.
- Provides classroom and behavior management support as guided by the classroom teacher/speech-language pathologist.
- Supports instruction through the arts, PE, library and nature education and collaborates with teachers from various disciplines to promote a child’s development in all areas.
- Encourage a child’s development across domains, including self-help skills such as toileting.
- Assists children in and out of car seats during carpool and supporting their transition to and from school.
- Participates in collaborative consultation team meetings as needed.
- Maintains daily attendance, semi annual conference minutes, and filing.
- May lead the class when the teacher/speech language pathologist is absent.
- Fulfills professional development requirements as outlined by the school.

Competencies & Attributes:

- Nurturing spirit
- Collaborative nature
- Ability to work with others and take initiative
- Willingness to learn about all areas of child development
- Sound judgment
- Organized with strong time management skills
- Strong oral communication
- Flexible and creative thinker
- Dependable

Education/Experience:

High school diploma or general education degree (GED); or six months to two years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

No certificates needed.

Computer Skills:

Proficient in MS Office applications, familiarity with Macintosh.