



PARAPROFESSIONAL

Reports to: Teacher
Department: Child & Family Services Programs
Classification: Nonexempt

Division: Program Operations
Program: Head Start
Grade: 22

The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

SUMMARY OF PRIMARY FUNCTION

The Paraprofessional is responsible for assisting other classroom staff in the overall safety, care, and development of the young children entrusted to them. The Paraprofessional is involved in all aspects of the classroom operation, including providing developmentally appropriate activities and responding to the personal care and emotional needs of individual children. The Paraprofessional is also responsible for the safe, comfortable transportation of each child and the transfer of information and goods between the family and the program center. The Paraprofessional supervises the safe behavior of all children on the bus, maintains the cleanliness of the bus, and maintains the necessary supplies and information to fulfill responsibilities.

ESSENTIAL FUNCTIONS

Safety, Sanitation and Maintenance

1. Complies with safety, sanitation, and other guidelines for serving enrolled children (i.e. Childcare Licensing Standards, Head Start Performance Standards, and Tri-Valley policies).
2. Assures that children are dressed appropriately for the weather and type of play in which they are engaged.
3. Assures that all children are properly fastened into a secured child restraint seat that is labeled and adjusted for the child.
4. Models and encourages appropriate health and safety habits.
5. Provides a comfortable atmosphere, which prevents disruptive, unsafe behavior.
6. Assists the child on and off the bus, and to and from his/her seat as needed.
7. Releases young children into the care of their parent or guardian designated by the parent according to program policy.
8. Administers First Aid and/or CPR when necessary.
9. Maintains adequately supplied First Aid and Biohazard kits.
10. Is knowledgeable of and complies with approved procedures for various emergency situations.
11. Reports all incidents and completes incident reports as needed to the Center Director. Informs the nurse and the parents of any injuries.
12. Maintains a bus that is clean and well supplied according to transportation procedures.
13. Assures that children are supervised at all times.
14. Maintains, cleans, and disinfects child restraint seats.
15. Assists in the cleaning of the vehicle's interior as needed.
16. Properly installs and removes child restraint seats as needed.
17. Maintains an inventory of all child restraint systems and belts, updates this inventory at the end of the program.

Information and Communication

1. Organizes and maintains Bus Communication Binder, ensuring that all bus and center information is accurate and up to date.
2. Maintains a current record of the route and the children who are to be picked up and dropped off at each stop.
3. Maintains route attendance and assures that all children are off the bus at the end of each route.
4. Assures the transfer of information, supplies, and medication between home and center.

Physical Arrangement

1. Assists teaching staff in providing a welcome and appropriate environment.
2. Assists teaching staff in providing developmentally appropriate and well-defined activities.
3. Maintains orderly and accessible classroom.
4. Assures indoor/outdoor areas are safe and secure.

Schedules, Plans and Transitions

1. Assists teachers in preparing appropriate child lesson plan.
2. Refers to schedules, plans and policies that are posted in Spanish and English.

3. Assists teachers in the planning and implementation of appropriate transition activities to assist children with changes in the environment.
4. Provides predictable routines to help children gain a sense of security.

Individualizing

1. Assists teaching staff in the promotion of parent education to reinforce learning and development in the home.
2. Provides consistent care to small groups of children.
3. Assists teaching staff in assuring education forms are implemented and documented.
4. Assists teaching staff in the maintenance and documentation of communication with families.
5. Respect children's individual differences.

Communication

1. Assists in providing an environment that encourages verbal interaction.
2. Promotes interactions with other children, encouraging use of words.
3. Encourages expression of feelings.
4. Engages in conversation in child's language of choice as much as possible.

Guidance

1. Encourages problem solving.
2. Provides opportunities for children to become self-assertive.
3. Provides opportunities for children to develop self-help skills.
4. Sets reasonable and appropriate limits and rules for the classroom and explains why.
5. Informs, reminds, and assists children in learning appropriate behavior.

Self-Esteem

1. Provides opportunities for children to solve problems on their own.
2. Uses daily routines to help children master skills and feel competent.
3. Supports and encourages children's natural curiosity about people and objects in their world.
4. Provides secure relationships and opportunities for children to actively explore the world.
5. Spends individual time with each child every day.

Interest Areas

1. Assists staff in providing materials and opportunities that reflect diversity.
2. Assists staff in the use of real and meaningful pictures to decorate interest areas.
3. Assists staff in maintaining organized and displayed materials on low shelves.

Miscellaneous

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley's programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.

11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.
17. Must enjoy and respect young children and their families.
18. Must exhibit sensitivity, patience and appreciation for the development of young children.
19. Must exhibit willingness to work with all children.

MINIMUM REQUIREMENTS

1. Must be at least 18 years of age.
2. Excellent communication skills, verbally and in writing.
3. Must enjoy and respect young children and their families.

PREFERRED REQUIREMENTS

1. Ability to communicate fluently in English and Spanish, verbally and in writing.
2. Familiar with Mexican/American, Migrant families cultures and lifestyles.
3. High school diploma or equivalent.
4. Work experience with young children.
5. Familiar with busing procedures for young children.
6. Proof of valid driver's license and current/adequate vehicle insurance coverage.

PHYSICAL DEMANDS / WORK CONDITIONS

1. Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.
2. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
3. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.
4. Frequently lifts, carries or otherwise moves objects weighing up to 40 pounds, including but not limited to children, desks, toys, carts, and center furniture.
5. Bends, stoops, squats, kneels, crouches, sits on floor on a regular basis.
6. Ability to enter and exit the bus up to 80 times per day and ride the bus routes with the children.

ACKNOWLEDGEMENT

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) _____

Employee Signature _____ Date _____