

College of Southern Idaho Head Start/Early Head Start  
JOB DESCRIPTION

JOB TITLE: Para Professional  
SALARY LEVEL: C

LAST UPDATE: 2013  
REPORTS TO: Lead Teacher

MISSION STATEMENT: The Para Professional has responsibility to collaborate with the Lead Teacher and Teacher to provide cross component services to assigned families as defined in Head Start/Early Head Start Performance Standards, NAEYC guidelines and the High/Scope Curriculum.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collaborate with center staff to ensure the classroom and center are an inviting and nurturing environment reflective of the local community and the cultures of participating families to enhance the self concept of children, families, volunteers and staff.
3. With assistance from the Lead Teacher, observe and document the developmental level of each child. Use appropriate tools and information from parents, staff and professionals to create an individualized plan for each enrolled child.
4. Assist the Lead Teacher and Teacher in setting up a classroom schedule appropriate for the High/Scope curriculum. Include representation of each individual's culture as well as the local culture shared by all. Plan, implement and evaluate child activities, daily classroom activities, with staff.
5. Participate in Individualized Education Plan (IEP) meetings for children with special. Collaborate with School District Special Education Head Teacher and classroom staff to ensure that all team members have the information necessary for effective participation in IEP meetings.
6. Collaborate with center staff to recruit, train and encourage parent and community volunteers.
7. Follow procedures to supervise and document health checks, dental brushing and use of fluoride in the classroom.
8. Plan and carry out individualized health and nutrition education in the classroom.
9. Collaborate with parents and center staff to offer an annual Health and Safety Fair, Open House and other Head Start/Early Head Start activities.
10. Perform Bus Monitor duties as assigned
11. Participate in an individual continuing education plan including CPR and First Aid.

ADDITIONAL:

- Be an advocate for Head Start/Early Head Start children and families within the community
- Perform other duties as assigned

QUALIFICATIONS ESSENTIAL:

- Documentation of completed ParaPro Assessment
- One year experience working with preschool children in a classroom setting
- Minimum eighteen years of age
- Ability to communicate effectively
- Complete criminal record check from Department of Education prior to consideration for hire

ADDITIONAL:

- Training and/or experience in the field of Early Childhood Education, Special Education, Adult Education, Social Sciences or Health.
- Fluency in a second language (i.e. Sign, Spanish or other Head Start family home language)
- Commercial Drivers License (CDL)

I, \_\_\_\_\_ have read this job description and understand its contents.  
(Print your name here)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Drug Free Work Place