

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Cda Support Staff / Paraprofessional

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in supervising students in a pre-kindergarten setting and in ensuring their safety and well-being. The position works under direct supervision of the Pre-K Provider/Teacher and/or Supervisor according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides instructional assistance such as but not limited to: facilitating learning centers; individual and small group instruction; facilitating and modeling play; assisting students with computers; and modeling good nutrition practices during meal/snack times.

Compiles, prepares and organizes materials and classroom for instruction and classroom activities under the supervision of the classroom teacher.

Assists in cleaning and storing of materials after completion of activities. Assists and maintains a clean and orderly classroom.

Reinforces all knowledge and skills taught by the classroom teacher.

Actively supervises and assists students when unloading and loading buses, in the halls, on field trips, during lunch and in a variety of situations.

Assists individual children with special needs and/or in need of special attention; attends to children's health and hygiene needs.

Performs basic clerical and record-keeping duties.

Monitors and responds to work/school district e-mail daily.

Coordinates and/or participates in special programs or projects as assigned.

Attends staff meetings as required; participates in in-service training programs; keeps abreast of developments in early childhood/elementary education curriculum and instruction.

Assist teachers with routine clerical tasks as required, including but not limited to preparing reports and records, copying and filing documents, entering and retrieving computer data, preparing notices and mail.

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Responsible for assisting lead teacher in a virtual classroom as needed.

Performs general classroom duties as assigned in a preschool/special situation classroom.

Provides basic care to children including assistance with tooth brushing, toileting, diapering, assisting physically ill children, assisting with the detection of head lice and communicable diseases.

Monitors classroom for safety.

Participation in home visits and parent conferences.

Assists with special classroom, school and program events as requested.

Assists with meal and snack purchasing, preparation, and planning.

Assists with cleaning and disinfecting of classroom equipment and materials.

Attends "staffings," meetings, and trainings when requested.

Follows program policies and procedures.

Acts in a professional manner at all times in the presence of students, families, and staff.

Registers and provides documentation of Early Childhood coursework or updated credentials as required by the program.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

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People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Knowledge of child development.

Organizational skills, flexibility, problem analysis, and the ability to follow directions.

Ability to perform and follow Head Start Performance Standards.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Abide by confidentiality policy and keep all information whether oral, written or electronic private from unauthorized individuals.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Ability to manage and relate to children with behavioral, learning, physical and medical problems.

Environmental Requirements: The information contained in the environmental requirements of the position are essential functions of the position but do not represent an exhaustive list of duties; they are only suggestive of the qualifications necessary to fulfill this position.

Occasionally, the position requires the employees to work in difficult environmental conditions in order to respond to the direct safety and well-being of students.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires high school, GED, and vocational training and CDA Certification or other Early Childhood Certificate equivalent to a CDA, Early Childhood Professional Certificate/Credential according to state and federal regulations.

An associate’s degree or higher is preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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Requires a valid state driver's license.

Requires Certification or other Early childhood Certificate equivalent to a CDA Early Childhood Professional Certificate/Credential according to state and federal regulations.

Must be willing to complete a CDA or equivalent certification according to program regulations within two years from start date.

Paraprofessional certification is preferred.

Must possess or be able to obtain certification in CPR and First Aid.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires no prior experience, just a short demonstration of knowledge of early childhood development.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Successful candidates for positions in this classification will be required to undergo a physical examination to determine ability to perform the environmental and physical requirements.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens, violence.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

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The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator and Program Administrator

Supervises:

N/A

PAY GRADE: From: HS001 To: HS001

Number of Months: 10 Number of Days: 196 Hours: 7.5

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/16/2021