



JOB DESCRIPTION - INFANT/TODDLER PARAEDUCATOR

Purpose Statement :

The job of Infant/Toddler ParaEducator is done for the purpose/s of assisting the Infant/Toddler Educator in providing quality, comprehensive center-base and/or home based child development services for infants, toddlers and their families; enhancing the parent's roles as the primary influence on a child's education and development; providing clerical support; and assisting in maintaining a clean and safe classroom environment for the infants/toddlers.

This job reports to Manager, Health/Nutrition & Social Services

Essential Functions:

Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Maintains classroom equipment and work area (e.g. room orderly, cleaning toys, etc.) for the purpose of ensuring availability of items and/or providing for a safe and healthy environment for children.

Performs record keeping and clerical functions (e.g. family files, classroom records, agendas, flyers, in-kind records, etc.) for the purpose of supporting the center and/or providing necessary records/instructional materials for program.

Prepares meals and snacks for the purpose of assisting with the feeding and complying with USDA meal requirements.

Assists in a variety of administrative functions (e.g. recruitment/training volunteers, recruitment/enrollment of children, administering individual screenings/assessments, arranging transportation, soliciting/documenting donations, etc.) for the purpose of ensuring compliance with program objectives.

Prepares written materials for the purpose of documenting activities, providing reliable information, and complying with district, state, and federal requirements.

Attends meetings, workshops, interdisciplinary staffing meetings, etc. for the purpose of receiving and/or conveying information related to their functions.

Conforms to the PSESD's Principles That Guide Our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency and 2) providing exemplary service to external clients.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities

Skills are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety

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practices/universal precautions when diapering children; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; age appropriate activities; and positive reinforcement.

Ability is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: identifying children's strengths and implementing activities to support healthy development; communicating with diverse groups; working with culturally diverse individuals and groups; may work with incarcerated women or teen parents; providing training and support to volunteers; maintaining confidentiality; working with incarcerated women or teen parents; and working as part of a team. Incumbents are expected to attend center meetings and activities, including some evening and weekends. .

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-placement Physical Exam

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Continuing Education / Training

First Aid/Infant/Toddler CPR card within 90 days of employment

Food Handler's card within 90 days of employment