

EHS Family Education Paraprofessional (5)

Head Start · Site Location, Minnesota

Job Title: Family Education Paraprofessional (FEP)

Department: Head Start

Supervisor: Site Manager

FLSA Status: Non-exempt

Job Status: Full-time, 36/hr per week, Year-round position.

RESPONSIBILITIES

The Family Education Paraprofessional supports classroom learning and family engagement in Head Start by assisting teachers, children, and families in achieving developmental and program goals.

KEY DUTIES:

Classroom Support

- Prepare and implement teaching aids/activities as directed by the Teacher.
- Assist in setting up indoor/outdoor learning environments.
- Support child assessments through screenings, observations, and documentation.
- Participate in parent/teacher conferences and family home visits.
- Help with attendance, meal counts, and daily routines (meals, toileting, handwashing, clothing changes).
- Respond to emergencies, provide first aid/CPR, and follow safety protocols.
- Encourage socialization, communication, and positive play among children.

Family Engagement

- Build respectful, supportive partnerships with families.
- Assist with parent communication, paperwork, and meetings.
- Support families in setting and reaching Family Partnership Agreement goals.
- Provide referrals to community resources and follow up to ensure needs are met.
- Assist families in crisis, including additional home visits when needed.
- Help families access Head Start and community services and ensure smooth program transitions.
- Organize and conduct monthly Parent Committee activities and recruit Policy Council representatives.
- Mentor/coach parents serving in leadership roles.
- Provide translation/interpretation services when bilingual.

Community & Program Support

- Serve as a liaison between Head Start and partner agencies.
- Promote community partnerships to strengthen family supports.

- Stay current on community resources and identify unmet needs.
- Model and support Semcac's Code of Conduct and Behavior Guidance Policy.

General Duties (for all Head Start Staff):

- Respect family cultures, languages, and values.
- Maintain confidentiality and act as a mandated reporter.
- Support recruitment and enrollment efforts.
- Participate in professional development and required trainings.
- Promote diversity, equity, and inclusion.

Physical Requirements:

- Frequently use hands and fingers for computer work, including typing and data entry. Remain in a stationary position for extended periods while working at a computer and using standard office equipment. Frequently read and review documents, screens, and data reports.
- Regularly reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds.
- Exposure to typical classroom environments with small children (noise level, lighting, movement, etc.). Required to stand, move about, use hands and fingers, reach with hands and arms, and position themselves (including stooping, kneeling, bending, crouching, crawling, or sitting on the floor) to meet the needs of children.
- Ability to travel between program sites and community locations; may require operating a personal or agency vehicle.

EDUCATION AND EXPERIENCE:

- Child Development Associate (CDA) credential required or
- Two (2) years of post-secondary education in human services and three (3) years of related work experience, or a combined total of five (5) years of education and/or experience in the field.
- Completion of Family Services Credential within 18 months of hire (training provided).
- CPR and First Aid certification, or willingness to obtain

KNOWLEDGE AND SKILLS:

- Knowledge of community resources and related services.
- Strong oral, written, and interpersonal communication skills.
- Awareness of cultural and economic issues affecting families.
- Ability to work independently and collaboratively.
- Problem-solving and conflict-resolution skills.
- Ability to travel within the Semcac service area and occasionally out of area for meetings or training.
- Reliable attendance and satisfactory background check required.

Semcac reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Semcac is an equal opportunity employer.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION. Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities described in this job description?

Please check one:

- YES
- NO

Employee Signature and Date

Supervisor Signature and Date

Director Signature and Date

Prepared By: Tara Blom Revision Date: 06/03/2026 Approved By: Jeff Rogness Approved Date:
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