

Head Start Paraprofessional

B21

Head Start • Site Location, Minnesota

Job Title: B21 Paraprofessional

Site: _____

Department: Head Start

Reports To: Site Manager

FLSA Status: Non-exempt

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Approved By: Pat Georgens, Jeff Rogness

Approved Date: 8/17/2020, 06/30/2024

JOB STATUS: Full-time (36 hours/week), 9 months per year, hours may vary depending on site needs or year-round, Early Head Start.

RESPONSIBILITIES: To work together with the Head Start Teacher providing comprehensive Head Start experiences that meet the requirements of the Head Start Performance Standards. To empower parents as team members in a comprehensive approach to child development and self-sufficiency.

EXAMPLES OF DUTIES:

- Complete food preparation tasks and clean-up.
- Pick up and deliver meals as needed, if applicable.
- Perform required record keeping.
- Assist in the preparation of classroom health and nutrition activities.
- Perform janitorial duties daily.
- Attend training and staff meetings as designated.
- Serve, as a short-term substitute in the absence of the teacher, will need to meet DHS teacher qualifications.
- Follow established safety procedures.
- Support and Model Semcac's Code of Conduct and Behavior Guidance Policy and Procedure.
- Assist with transportation activities as needed.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older.
- CPR and First Aid Certification or willingness to obtain.
- CDA Credential or willingness to obtain.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrate effective written and verbal communication skills.
- Computer/keyboarding skills recommended.

- Ability to follow problem-solving and conflict-resolution strategies.
- Ability to work independently and as part of a team.
- Ability to travel in a six (6) county area.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations. _____

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