

# **Head Start Paraprofessional (3)**

Head Start · Site Location, Minnesota

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**Job Title:** Paraprofessional

**Department:** Head Start

**Supervisor:** Site Manager

**FLSA Status:** Hourly, Non-exempt

**Job Status:** Full-time (36 hours/week), program year 9/10 months per year

## **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.

### **Key Duties:**

- Assist teacher in the classroom
- Assist in the preparation of classroom
- Prep activities
- Perform classroom janitorial duties daily
- Attend training and staff meetings as required
- Follow established safety procedure
- Support and Model Semcac's Code of Conduct and Behavior Guidance Policy and Procedure
- Assist with transportation activities as needed

### **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.

### **EDUCATION AND EXPERIENCE:**

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

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Demonstrate effective written and verbal communication skills
- Computer/keyboarding skills helpful
- Ability to follow problem-solving and conflict-resolution strategies
- Ability to work independently and as part of a team

- Reliable mode of transportation
- Reliable, regular attendance
- Must have satisfactory completion of background check
- Must have satisfactory completion of medical exam/health screenings as required by Head Start regulations.

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*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.*

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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

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Employee Signature and Date

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Supervisor Signature and Date

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Director Signature and Date

<b>Prepared By:</b> Tara Blom <b>Revision Date:</b> 6/30/2025 <b>Approved By:</b> Jeff Rogness <b>Approved Date:</b> 6/30/2025
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