

# 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

<p><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</p>
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