

Redeemer Lutheran Preschool Job Description for PARAPROFESSIONAL

A. General Job Summary

The Paraprofessional is responsible for the general supervision and management of the group of children assigned to him/her, along with assisting in implementing the teacher-prepared curriculum, as well as the safety of each child.

B. Accountability

Paraprofessionals are under the supervision of, and are accountable to, the Teachers and the Preschool Board.

C. Qualifications

Paraprofessionals ...

1. Are Christian by affirmation of faith and example
2. Have an up-to-date knowledge of child development and how young children learn
3. Are able to relate to children and accept each as a unique child of God
4. Are willing to grow both spiritually and professionally
5. Are flexible and able to adopt to change
6. Are capable of managing a group of children
7. Are able to communicate with parents.
8. Meet the qualifications for teacher/paraprofessional as outlined in the Department of Human Services, Rule #3

D. Responsibilities

The Paraprofessional's responsibilities will include, but are not limited to, the following:

1. Planning and implementing the program for the class in accordance with the policies and philosophy of the school and in accordance with the regulations of the Department of Human Services of the State of Minnesota.
2. Gearing the program to the needs of the individual child with concern for his/her interests, special needs, special talents, and individual style and pace of learning
3. Considering the individual child in relationship to his cultural and socioeconomic background
4. Treating each child with dignity and respect
5. Helping each child become aware of his/her role as an integral member of a group
6. Assisting with the ordered arrangement, appearance, décor, and learning environment of the classroom
7. Cooperating with staff members to assure the education, safety, and welfare of every enrolled child
8. Sharing recommendations to the Teachers and Board as in regards to each child's progress, general policy, practice, purchasing in-center equipment, etc.
9. Giving guidance and direction to volunteers
10. Assisting the Teachers, Board and other staff in parent-school relationships
11. Attending meetings and conferences of professional organizations appropriate for school educators and participate in in-service training and staff meetings
12. Responsible for general daily house-keeping and sanitation following each session