

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.  
**JOB DESCRIPTION**

(6/06)

**TITLE OF POSITION:** PARAEDUCATOR

**SUPERVISED BY:** Center Coordinator or Designee

**GENERAL RESPONSIBILITY:** To assist the teacher/home visitor in providing an individualized developmentally appropriate early childhood education program. To assist and guide toward the overall goal of social competence and school readiness for each child.

**MINIMUM QUALIFICATIONS:** Must have a High School Diploma or a G.E.D. and be 18 years of age (state requirements). Must attain additional training or certifications, which may be required by Wyoming Child and Family Development, Inc. In the absence of an early childhood degree, paraeducators must attend CDA training and make application for a Child Development Associates Credential.

Must be able to work well with children (ages birth through 5 years of age), including those with special needs, and their families. Needs to be well organized and able to problem solve. Must have knowledge of developmentally appropriate practices for children. The ability to follow and successfully complete both written and oral directions is necessary. Must have interpersonal skills to work with a variety of personality types. Must be able to perform the essential functions of the position as defined in the job description without presenting a danger to self or others with or without reasonable accommodations.

Must have an employment physical, TB test, CPR, and First Aid training completed within 90 days, unless otherwise specified by the supervisor. Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry Background check. Must have a valid driver's license, safe driving record, and liability insurance as required by Wyoming State Law.

**ESSENTIAL FUNCTIONS:**

1. Assists the teacher/home visitor in the daily planning and preparation of classroom activities. May prepare any materials needed for these classroom lessons or activities.
2. Implements set lesson plans, as directed, in individual, cooperative, small and large group settings.
3. Assists the teacher/home visitor in staffing through observation, recording, and reporting on a child's individual progress.
4. Assists in the reinforcement of Individual Family Service Plan (IFSP) and/or Individual Education Plan (IEP) related skills as assigned.
5. Provides individualizing classroom experiences for assigned child(ren).
6. Maintains class areas in a clean and orderly manner on a daily basis.
7. Uses positive verbal and non-verbal communication and interaction skills when working with staff, students, and parents at all times.
8. Works effectively with children with behavior concerns, developmental disabilities, and/or learning impairments.

9. Must be able to assume classroom responsibilities as needed.
10. Performs minor first aid duties and routine hygienic care.
11. Ensures the safety of all enrolled children and families while participating in WCFD programs.
12. Communicates effectively with families, staff, and community volunteers as required.
13. Participates in child screenings as appropriate.
14. Assists the teacher in all playground activities.
15. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
16. Maintains the confidentiality of program children, families, and staff.
17. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
18. Facilitates child and family outreach recruitment efforts for all WCFD programs, promoting positive public relations within the work setting and in the community.
19. Follows all policies and procedures of Wyoming Child and Family Development Inc.
20. Seeks appropriate additional tasks when work is completed.
21. Performs other duties as assigned by the Board or its designee.
22. Participates in recommended training programs.
23. Assists with child transportation needs as assigned:
  - Rides on bus and safely loads and unloads children.
  - Engages children in developmentally appropriate activities while riding the bus.
  - Ensures all passengers, both children and adults, are properly buckled in seat belts or safety restraint systems.
  - Ensures that there is a responsible adult (parent/guardian/designee) at each stop before leaving a child.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Be able to stand, walk, and sit for long periods without fatigue or discomfort.
2. Be able to lift and carry a birth through 5-year old child when necessary.
3. Be able to do the following:
  - Tolerate noise
  - Maintain visual control over a classroom
  - Maintain appropriate noise levels
  - Discriminate warning cries or alarms from normal classroom and playground noise
  - Articulate clearly and with appropriate volume throughout the day
4. Possess the ability to stoop, kneel, crouch, and/or reach from ground level to a height of at least 5 feet.
5. Must be able to sit on child size chairs and/or floor and get up without difficulties.
6. Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
7. Be able to work with children including those with behavior and/or learning disabilities utilizing positive child guidance techniques or behavior modification techniques approved by WCFD.
8. Be able to maintain a high degree of patience.
9. Be able to work in a flexible daily routine and change as required.

**THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.**