

Paraprofessional - Nursery

Purpose Statement

The job of Paraprofessional - Nursery is done for the purpose/s of providing instructional support to the nursery program with specific responsibility for organizing and directing age-appropriate activities for infants and children of teen-parent students; preparing and serving snacks; administering some medications; providing assistance for teen-parents; and maintaining a clean and safe environment for infants and children in the nursery.

This job reports to Designated Supervisor

Essential Functions

- Assists infants and toddlers (e.g. diapering, toilet training, feeding, etc.) for the purpose of addressing personal care needs.
- Communicates with school staff for the purpose of conveying and/or receiving information required to perform job functions.
- Distributes instructional and/or play materials for the purpose of providing a safe environment that is engaging and educational.
- Monitors individual and/or groups of infants and toddlers in a variety of settings for the purpose of providing a safe and positive learning environment.
- Organizes age appropriate indoor and outdoor activities for the purpose of actively participating in the learning activities with children.
- Participates in the implementation of parent education program (e.g. breast feeding, bottle feeding, nutritional needs, immunizations, etc.) for the purpose of providing and supporting a variety of program areas.
- Prepares nutritional snacks, lunches, bottles, etc. for the purpose of complying with established guidelines.
- Promotes good habits for teen-parents and their children (e.g. sanitation, nutrition, etc.) for the purpose of improving the quality of students outcome and encouraging child development.
- Responds to inquiries from a variety of sources for the purpose of resolving issues, providing information, and directing to other sources.
- Transfers children directly from and to parents or designees for the purpose of ensuring safety of children and meeting District requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent policies, regulations, and laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations, and laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Passing the state paraeducator examination.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

E