

**WILLOW RIVER AREA SCHOOL
8142 PINE STREET
WILLOW RIVER MN 55795**

Job Description

Position Title:	Early Childhood Para-Professional
Immediate Supervisor:	Elementary Principal
FLSA Status	Non-exempt
Board Approved:	October 18, 2022

Overview: Under general supervision, perform a variety of instructional activities; assist in creating, organizing and directing a child care program and environment favorable to learning and personal growth for students.

Required Qualifications:

- High School graduate or equivalent and one of the following:
 - Associate of Arts Degree, or
 - Completion of two years of study at an institution of higher education, or
 - Passing the Para Pro assessment

Preferred Qualifications:

- Any combination of experience and/or training related to childcare that would provide the required knowledge and abilities.

Knowledge:

Basic concepts of early childhood education and development; interpersonal and group dynamics; student behavior management strategies and techniques; basic usage of punctuation, spelling, and grammar; basic mathematical concepts; modern office practices, procedures and equipment; operation of a computer/tablet; record keeping.

Abilities:

Provide for the health, safety, and psychological needs of children; supervise learning activities; guide children's routine activities; establish and maintain cooperative working relationships with staff, students, and parents; maintain a safe and healthy environment; understand and carry out oral and written directions; exercise good judgment in dealing with sensitive interpersonal matters; provide positive service.

Performance Responsibilities:

- Maintain a suitable learning program in accordance with program guidelines;
- Maintain an appropriate climate that promotes acceptable pupil behavior, attitudes and social skills;

- Communicate orally and in writing to parents, guardians, students and staff;
- Perform a variety of tasks essential to the operation of the program, including preparation of materials, maintenance of facilities, and clean-up activities;
- Maintain a safe, clean and healthy learning environment;
- Assist students with homework and various school activities;
- Work cooperatively with school site and district staff;
- Utilize positive strategies and progressive techniques in the management of student behavior;
- Supervise and monitor students both inside and outside of classroom; and
- Performs other related duties as assigned.

Physical Demands: Dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; bend at waist, kneeling or crouching; seeing to read a variety of material and hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the Elementary Principal.