

Position Title: Para Educator**Reports To:** Education Department Coordinator

Job Summary: Provides assistance to the Early Childhood Special Education Teacher in planning and implementing educational preschool services for children, birth to three years old with special needs.

Essential Functions:

1. Performs Para-Educator Tasks:
 - Provides timely and accurate set-up for planned classroom activities
 - Assists in planning and implementing curriculum/activities
 - Assists in obtaining child observation data
 - Performs routine class maintenance tasks
 - Assists in maintaining inventory of equipment and materials
 - Is respectful of parents and children responds to them honestly, refers to Teacher as appropriate
 - Maintains confidentiality

2. Performs all cleaning tasks
 - Utilizes universal precautions at all times
 - Cleans and puts toys away properly

Other Functions:

1. **Employee is dependable and takes initiative in job duties**
2. **Employee communicates effectively with co-workers and consumers**
3. **Employee attends to accuracy and thoroughness of paperwork**
4. **Employee knows the Agency Mission and is Mission oriented**

Required Work Experience and/or Training:

- Associate of Arts Degree in Early Childhood Education or
- 2 years training in special education or related field
- Infant toddler/early childhood special education experience preferred
- CPR certified
- Food Handlers Permit

Required Knowledge, Skills and/or Abilities:

- Knowledge of typical child development processes required
 - Knowledge of IEP/IFSP process preferred
 - Knowledge of family economic or cultural issues as they relate to early intervention preferred
 - Ability to take initiative and follow procedures
-

Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes		
Bending/Twisting at Waist	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Kneeling/Squatting	Yes	Standing	Yes
Crouching	Yes	Walking	Yes
Reaching Above Shoulder	Yes	Driving (<i>providing home visits</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Lifting (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Carrying (<i>40+ pounds</i>)	Yes
Fine Finger Manipulation	Yes	Pushing/Pulling	Yes
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director Signature: _____ Date: _____