



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Paraprofessional Early Childhood Integrated Services** FLSA Status: **Non-Exempt**  
 Job Family: **Instructional Support** Pay Range: **PT15H**  
 Prepared/Revised Date: **February 20, 2023** Job Code: **41603**

**SUMMARY:** Responsible for assisting Early Childhood students by providing instruction and physical support for students with **mild to significant** support needs so that they may fully participate in class activities. Assist students with personal care, social skills and/or self-awareness. Assist teacher with classroom materials and clerical skills and monitor students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist the classroom teacher in individualizing the instruction for children by adapting materials for individual students needs and reinforcing learning skills in individual or small groups. Assist in the planning and implementation of the classroom procedures and routines and monitor and reinforce acceptable social and physical behavior. Support students with accessing the general education curriculum, and/or providing modifications to the classroom environment. Provide conditions for a positive and caring learning environment. Assist with implementing specialized services as outlined on IEPs.	D	50%
2. Assist students with personal care, social skills, or self-awareness skills. Support transitions to and from bus stops, with bath rooming, and movement within the building. Assist students with personal health, hygiene and meals or feedings. May include spoon feeding, tube feeding, toileting, catheterization, and diapering. Lift, transfer or push students in wheelchairs. Use alternative language techniques such as sign language or voice activated computer systems and adapt classroom materials for use by students.	D	10%
3. Support the classroom teacher in the formal assessment of the strengths and needs of children using Teaching Strategies GOLD three times a year and informally through the development of anecdotes, portfolios, and the use of classroom assessments on an ongoing basis.	D	10%
4. Support the classroom teacher in maintaining required student records, school, and program paperwork.	D	10%
5. Select and use behavioral techniques and methods appropriate to student's circumstances. Utilize a positive behavior model in monitoring behavior.	D	7%
6. Work with children in small group, large group, circle, and outdoor time. Provide opportunities for students to assume responsibility and develop independence.	D	7%
7. Support the teacher in communicating the child's daily progress with parents or other staff who work with the child.	D	3%
8. Attend work and arrive in a timely manner.	D	1%
9. Participate in Integrated Services and Early Childhood professional growth opportunities, and meetings that are required for special education paraprofessionals.	M	1%
10. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE**

- Associate degree required; Bachelor’s degree preferred
- Minimum of a Level II in the Professional Development Information System (PDIS) of Colorado Shines
- One year of related experience
- Experience working with students in a school setting preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Crisis Prevention Institute (CPI) required within 3 months of hire
- CPR and First Aid certifications within 30 days of hire
- PSD Blood Borne Pathogens course completed within 30 days of hire
- PSD Medication Administration course completed within 30 days of hire
- Valid Early Childhood medical statement completed within 30 days of hire
- Current immunizations statement completed within 30 days of hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Ability to understand diverse learning needs, second language instructional practices, and special education modifications for children
- Ability to show sensitivity, respect and confidentiality to individual students, families, and staff
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to lift and transfer students, provide behavior supports including de-escalation and physical assistance, and follow health care procedures that could include feeding, personal care, etc.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Basic operating knowledge of and experience with personal computers and peripherals
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities	

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess, on field trips, etc.



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock				
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	