

Para-Professional

Job Summary:

Responsible for providing hands-on support to the qualified professional when working with students individually and in groups, assisting with lesson plans and materials as needed. Responsible for monitoring and reporting student progress in areas of behavior and performance. May be responsible for transportation of client to and from facility.

Qualifications:

- Secondary school diploma or equivalent is required; Bachelor's degree advantageous
- Proven work experience as a Paraprofessional or similar role
- Basic knowledge of childhood growth and development
- Must complete and pass a criminal background check
- Passionate, dedicated, and committed to teaching children
- Experience in helping teachers/licensed professionals in a classroom environment desired
- Excellent communication and interpersonal skills
- Recent first aid and CPR certifications
- Experience working with children and special needs students
- Professionalism, confidentiality, and organization; ability to work with culturally-diverse families and communities with the ability to be culturally sensitive, appropriate and non-judgmental
- Experience with educational software is an advantage
- Ability to maintain HIPAA standards of privacy and confidentiality

Key Responsibilities:

- Prepare the classroom to promote a healthy and safe learning environment
- Ensure classroom safety guidelines are met at all times; organize the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions
- Coordinate with the licensed professional on lessons and daily classroom activities
- Co-teaching lessons under the qualified professional's guidance, leading small groups or individual instruction and discussions and reviewing classwork
- Serves customers by greeting, answering or referring inquiries, and maintaining confidentiality
- Engage with children to enhance and encourage learning; supervise students in and out of the classroom
- Attend to students' physical, personal, academic, and emotional needs; assists students as necessary with physical needs including feeding, toileting, lifting and mobility
- Assists students with healthcare procedures including hygiene as needed for daily care
- Assists students with assistive technology devices, including communication devices, switches, and orthopedic devices needed for sitting, walking, or standing
- Help qualified professionals with extracurricular activities and program functions
- Perform clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests and homework, if applicable
- Ensure the upkeep of educational materials, equipment, and supplies
- Track students' progress and prepare reports for the parents
- Assist qualified professionals on the requirements and development of their children; engage with children to enhance and encourage learning
- Assists with distribution of food, supplies, materials and equipment, including technology
- Transport clients to and from facility, as needed
- Perform other duties as assigned