

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PARAEDUCATOR – CHILD DEVELOPMENT

POSITION: Paraeducator - Child Development

REPORTS TO: Site Administrator

LOCATION: Various Locations

NATURE OF WORK:

Provide care for infants and toddlers in a day care environment.

ESSENTIAL FUNCTIONS:

- Collaborates with center director to develop lesson plans and activities;
- Assists in fostering children's intellectual, emotional and physical growth;
- Assists in maintaining a clean and orderly classroom;
- Toileting and diapering of toddlers and infants; and
- Performs other job related duties as required.

DUTIES AND RESPONSIBILITIES:

- Prepares meals and snacks and assists with feeding children;
- Communicates with parents as to the needs of the child;
- Assists with outdoor play and walks;
- Assists with art, music, and language activities; and
- Attends professional development activities.

QUALIFICATIONS:

- Pass criminal background check for Child Care as required by the State of Maryland;
- Complete a medical evaluation (Physical indicating free of communicable disease and able to participate fully in program for active youngsters – as required by the Maryland State Department of Education (MSDE) Office of Child Care;
- High school diploma or GED required;
- Associate's degree or higher in Early Childhood education preferred;
- License through the Maryland State Department of Education (MSDE) Office of Child Care as a "lead teacher" preferred;
- 19 years of age; and
- Current certification in CPR, First Aid and AED required.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for ten-month seven hour employees – Range 5/7.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP