

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

PARAEDUCATOR INSTRUCTIONAL - HEAD START/PREK

POSITION: Paraeducator – Instructional Head Start/Prekindergarten

REPORTS TO: Head Start Coordinator

LOCATION: Head Start

NATURE OF WORK:

The paraeducator will work under the direction of school and program administration to support the provision of developmentally appropriate learning opportunities in the Head Start Program.

ESSENTIAL FUNCTIONS:

- Must utilize good oral and written communication skills;
- Demonstrate the ability to work independently and as part of a team;
- Demonstrate the ability to work with children with developmental delays/disabilities;
- Demonstrate organizational and time management skills; and
- Demonstrate the ability to use current technology resources.

DUTIES AND RESPONSIBILITIES:

The paraeducator will work under the direction of the classroom teacher. As part of the duties, the paraeducator will:

- Meet daily with the teacher at a designated time for planning and evaluating student progress;
- Assist in developing learning activities with the teacher;
- Assist in guiding students in working and playing with others;
- Provide escort and assistance to students as necessary;
- Assist in the supervision of students on trips and other school-related activities;
- Prepare, under the direction of the teacher, appropriate learning activities, stations, and materials;
- Reinforce learning activities with appropriate audio-visual aids and other materials;
- Assist teacher in maintaining neat work and study areas;
- Assist in activities planned for and with parents;
- Attend, as necessary, workshops and in-service training sessions;
- Assist teachers and other professionals in maintaining and updating information in student records;
- Assist teachers in conducting home visits to families as needed;
- Assist in family-style dining opportunities provided to students in the Head Start Program;
- Attend to toileting and diapering needs of students enrolled in program; and
- Perform other duties as assigned.

QUALIFICATIONS:

Paraeducator II: **(All applicants applying for Title I Schools must meet Paraeducator II qualifications)**

- Obtained an associate's or higher degree; or
- Completed at least two years of study at an institution of higher education; or
- Obtain a passing score on the Para Pro Assessment;
- College training and experience working with children preferred;
- Fluent in Spanish both written and oral preferred;
- By the beginning of the 2025-2026 school year, Pre-Kindergarten Paraeducators will be required to hold a Child Development Associate Program (CDA) License and have successfully completed all course and practicum work; and receive a passing score on the CDA exam. Funds and support will be provided for this coursework and credentials;
- All Head Start staff are required to have a TB Screening and Physical prior to working for the Head Start program;
- All Head Start staff are required by law to be vaccinated against Covid19 prior to working for the Head Start program; and
- Head Start staff must be CPR certified or obtain certification within 45 days of first day for Head Start students.

TERM OF EMPLOYMENT:

Grant-funded 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 7/Paraeducator II.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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