

## ***Even Start Family Literacy Program***

### **Early Childhood Care Provider** *(Instructional Paraprofessional)*

#### *Job Description*

#### **PRIMARY PURPOSE:**

The Early Childhood Care Provider will maintain a safe and stimulating environment for young children.

Work in a family-centered program and center your duties on the needs of the families

#### **QUALIFICATIONS:**

##### **\*Education/Certification:**

**Minimum:** High School Diploma;

**Preferred:** Completion of at least two years of study at an institution of higher education; OR Associates Degree; OR

Successful Completion of the formal State or local academic assessment for paraprofessionals

##### **Special Knowledge/Skills:**

Experience working in an early childhood setting

Experience working with persons from diverse cultural and economic backgrounds

Must be flexible and adaptable to meet the needs of the children and program

Ability to communicate in native language(s) of program recipients

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Perform duties as planned under the leadership of the Early Childhood Specialist
3. Assist in the screening and preparation of children to fully participate in program services
4. Implement the curriculum that is planned by the Early Childhood Specialist to be based on scientifically based reading research
5. Interact with the children in a way which conveys respect and nurturing
6. Support the social and emotional development of children
7. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
9. Assist in the selection of books, equipment and other instructional materials appropriate for the early childhood program
10. Maintain attendance records of children participating in the Early Childhood Program.
11. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
12. Maintain a safe environment based on safety standards set by the program
13. Help other staff in preparing meals for children as required
14. Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
15. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
16. Assist in the development and facilitation of activities for parent and child interaction
17. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program

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18. Continue professional development through attending workshops, conferences and other staff development
19. Demonstrate behavior that is professional, ethical, and responsible
20. Perform other duties and responsibilities as assigned by the Early Childhood Specialist

#### **WORKING CONDITIONS:**

##### **Mental Demands:**

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress

##### **Physical Demands/Environmental Factors:**

Need to be in good physical condition, due to lifting children, moving furniture, and long hours of active work

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The foregoing statements describe the general purpose and major responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

*\*Educational qualifications in accordance with *The William F. Goodling Statute for Even Start Family Literacy Programs, Part B, Subpart 3 of Title I of the Elementary and Secondary Education ACT (ESEA), section 1235* and guidance document provided by the U.S. Department of Education, September 2003; and *NCLB, P.L. 107-110, Section 1119, Highly Qualified Teacher Requirements and Paraprofessional Qualifications*.*

*If Even Start is part of a school-wide program as defined in section 1114, Even Start paraprofessionals, regardless of the source of their salary, must meet the Title I, Part A paraprofessional requirements as set forth in section 1119(c-g) and implemented in Title I regulations published at 67 Federal Register 71710-71771 (12/2/02) and available at [www.ed.gov/legislation/FedRegister/finrule/2002-4/120202a.html](http://www.ed.gov/legislation/FedRegister/finrule/2002-4/120202a.html).*