

PENINSULA SCHOOL DISTRICT
Job Description

PARAEDUCATOR - Family Support and Health Care Assistant - ECEAP

JOB SUMMARY:

This position assists the Family Support Specialist in providing support and community service resources to low-income preschool students and their families who are eligible for the Early Childhood Education Assistance Program.

DUTIES AND RESPONSIBILITIES:

1. Greets and interacts with parents and children in the preschool classroom; exchanges information concerning children with parents.
2. Assists Family Support Specialist with ECEAP paperwork, including family goal planning and health and immunization records.
3. Supports classroom activities with Lead Teacher and Teacher Assistant.
4. Maintains program records; documents daily activities and communicates regularly with Family Support Specialist.
5. Gathers materials/resources for projects and activities.
6. Assists Family Support Specialist and Lead Teacher with health/nutrition instruction.
7. Duplicates and laminates materials.
8. Interacts with children; monitors physical health, nutrition, and emotional needs. Changes diapers and/or clothes as needed.
9. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Family Support Specialist

WORKING CONDITIONS:

Work is performed in elementary schools, out in the community and in the homes of families. May need to lift and or assist children with self-care needs.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

Twelve college quarter credits in public health, health education, family support, nursing or related. High school diploma.

Allowable Substitution

None.

Knowledge, Skills, & Abilities

Knowledge of early childhood development

Knowledge of health or health education

Keyboarding skill

Effective oral communication skills

Ability to deal with families in a caring manner

Ability to remain flexible

Ability to maintain accurate records

Ability to organize activities

Ability to properly lift and carry children weighing up to 50 pounds

Ability to plan daily activities

Ability to operate general office machines

Ability to establish and maintain effective working relationships with staff and parents

Licenses/Special Requirements

Must obtain training in first aid and CPR as required by the ECEAP program.