

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
ECFE Paraprofessional	Community Education and Services	Early Childhood Coordinator
JOB SUMMARY: Monitors, supervises and/or provides child care for infants, toddlers, preschoolers or older siblings under the direction of instructional personnel in the ECFE and School Readiness classrooms while parents attend class; participates in classroom activities and classes with parents and children; and assists in the greeting and clean-up functions prior to and after classes.		
QUALIFICATIONS: Requires high school diploma or equivalent (GED), 2 years of schooling beyond high school and knowledge and understanding of child development and CPR/First Aid certification; must be able to kneel, stoop, crouch, crawl and lift up to 30 pounds.		
TASK NO.	DESCRIPTION WORK YEAR: Student Days plus up to three additional days	FREQUENCY

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| 1 | Participates in classroom activities and classes and/or supervises siblings. Performs such tasks as: <ul style="list-style-type: none"> • Monitors and observes room, children and supplies to assure safety • Cleans up spills and messes • Replenishes supplies and materials as necessary • Plays and interacts with children during class, reads to children, and providing toys/activities that are age appropriate. • Removes all mouthed toys immediately and disinfecting toys per procedures • Participates and monitors student and parent interactions during activities and appropriately • Communicates with children and parents during activities and classroom events. | 85% |
| 2 | Meets with early childhood teacher to discuss daily lesson plans and activities and receives instructions for set up of the classroom and sibling care room. | 5% |

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TASK NO.	DESCRIPTION	FREQUENCY
3	Greets parents and siblings arriving for class and performs such duties as: <ul style="list-style-type: none"> • Takes attendance • Makes inquiries to parent of any helpful information concerning the care of their child regarding their nap and feeding schedule, allergies, etc. 	5%
4	Cleans, sanitizes, and organizes classrooms after classes by: <ul style="list-style-type: none"> • Wiping down tables, counters, shelves, and surfaces • Storing all supplies, toys, and materials appropriately • Disinfecting all mouthed toys accordingly to procedures • Cleaning up and storing room supplies and materials 	4%
5	Attend meetings, workshops and training sessions as directed by supervisor	1%
6	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE