

Paraprofessional – Daycare

- ✓ Support the implementation of developmentally appropriate weekly lesson plans based on individual children's schedules and needs.
- ✓ Supports each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- ✓ Supports a developmentally appropriate classroom environment.
- ✓ Provides responsive care to all children by adapting daily care giving routines and plans based on the needs of the children in the group.
- ✓ Maintain ongoing, open communication with parents including but not limited to newsletters, a parent communication board, daily written reports, and parent-teacher conferences.
- ✓ Maintain accurate, complete, and timely attendance records.
- ✓ Supervises and interacts with students at all times including recess, meal times, etc.
- ✓ Ensure regulations from DHS are being met.
- ✓ Communicates with Lead Teacher and Administration in all matters concerning the classroom, program, students, and families
- ✓ Reports all staffing and classroom concerns to Lead Teacher and Administration in a timely manner.
- ✓ Works with Lead Teachers and Administration to include students with special needs, including but not limited to Individualized behavior plans, medical needs, etc.
- ✓ Collaborates and attends monthly staff meetings.
- ✓ Participate in all required professional development/training to meet DHS and Keystone Stars regulations including fire safety, water safety, emergency plan training.
- ✓ Implements age appropriate disciplinary strategies into the classroom.
- ✓ Ensures families and their child are greeted warmly and with enthusiasm each morning.
- ✓ Additional duties as assigned.