**Substitute Paraprofessional**

Job Description

Austin Community Learning Center

Job Title: Substitute Paraprofessional

Reports To: Lead Teacher and/or Site Director

Customary Work Days: Monday through Thursday

Customary Work Hours: Report to CLC at 7:45 AM through 2:30 PM

**Job Summary:**

The role of the paraprofessional is to provide additional support to the lead teachers in the Pre-Kindergarten classrooms. Pre-Kindergarten classrooms are busy with activities changing every 10-20 minutes. Students are diverse learners; some may speak a different language than English or have a disability. Morning session is from 8:00-10:45 AM and Afternoon session is from 11:45-2:30 PM.

**Duties & Responsibilities:**

*Interact with Children*

1. Actively play and talk with the children.

2. Assist the teacher instructing and supervising children in classroom activities, especially those children identified as having a disability.

3. Work with individual children or small groups of children to reinforce new skills initially introduced by the teacher.

4. Assist with critical daily activities such as classroom transition times, mealtimes and toileting.

5. Utilize appropriate language, interactions and positive discipline.

6. Model positive behavior.

*Assist Children*

1. Assist children with toilet training or diaper changing routines.

2. Accompany children in the bathrooms.

3. In the winter, assist children with dressing and undressing with the outerwear.

*Material Preparation*

1. Assist the teacher to prepare activities and materials that support the day’s lesson plans.

*Classroom Maintenance*

1. Help to maintain a clean and organized learning environment by sanitizing surfaces,

equipment, and classroom toys.

*Communication*

1. Communicate with teachers about incidents that have been observed on site; this

may include hitting, throwing, biting, and/or running out of the classroom.

2. With children, use short and simple directions. Allow wait time for the child to process and

respond to the directions.

3. With children, avoid saying negative statements. Example: rather than “Don’t Run.” Say

“Walking Feet Please.”

**Physical Demands:**

1. Due to the nature of the job, you will need to be able to move from standing to sitting positions frequently.

2. Due to possible toilet training and diaper changing routines, you will need to be able to lift a child from the floor to a toilet or changing station.

**Other Details:**

1. There isn’t a cafeteria at the CLC to serve lunch; you will need to bring your own lunch.

2. Staff are welcome to eat lunch in the Lounge located on the second floor between 10:45-11:45 AM.

3. Adult bathrooms are located on the 2nd Floor [Male and Female].

4. Adult Basic Education [ABE] and Kids Korner Daycare are both located in the basement.

**Questions? Contact:**

1. Val Vaughn, Secretary for Early Childhood x1700

1. Amy Goette, Coordinator of ECFE x1790

2. Pam Anfinson, Coordinator of ECSE x1705

3. Amy Baskin, Director of Community Education x1700