POSITION DESCRIPTION

TITLE: Day Care Paraeducator
LOCATION: Legacy
REPORTS TO: Coordinator

SUMMARY STATEMENT:
Under the supervision of the Coordinator at Legacy High School and the Early Childhood Education Specialist in the Day Care, the Day Care Paraeducator is responsible for providing primary care for the children whose parents are involved in the Teen Parent Programs at Legacy High School, and Mountain View and Evergreen High Schools. In addition to meeting the physical needs of the children, the Day Care Paraeducator is also responsible for providing emotional nurturance, social/interpersonal guidance, and developmental enrichment for the children and their parents.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with children, staff, and parents.
2. Provide for the physical needs of the infants and toddlers, including diapering, feeding, preparing meals, and doing laundry.
3. Monitor the infants and toddlers in order to guarantee their safety and well-being, including performing first aid/CPR when necessary.
4. Perform housekeeping duties as required by the Day Care license, i.e. making sure that all indoor and outdoor play equipment and toys are properly cleaned and are safe for the children, and making sure that the bedding is properly laundered and changed.
5. Carry out individual child development plans as specified by the Early Childhood Education Specialist and the Day Care nurse.
6. Keep an accurate daily record of the activities of the children, i.e. times of diapering, feeding, and sleeping.
7. Provide emotional nurturance, social/interpersonal guidance and developmental enrichment for the children and their parents.

OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Bending (33-66%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stooping (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Squatting (33-66%)</td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td>Sitting (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Writing (Up to 33%)</td>
<td>Reaching (33-66%)</td>
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<tr>
<td>Lifting Up to 40 lbs.</td>
<td>At risk for exposure to Bloodborne Pathogens and other potentially infectious materials.</td>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Washer, dryer, dishwasher, telephone, microwave, apnea monitor, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Must have additional fingerprinting and background check through Department of Early Learning.
2. Minimum of one year working with infants and toddlers in a licensed Day Care.
3. Certification in Child Development (CDA) or Early Childhood Education (ECE) Degree preferred.
4. Must possess personal characteristics of flexibility, initiative, cooperativeness, and the ability to maintain confidentiality.
5. Demonstrated ability to operate the tools and equipment as listed above.
6. Must be able to obtain valid First Aid/CPR card. (CPR to include infant training).
7. Must be able to obtain a food handler’s card.
8. Demonstrated ability to assess, prioritize, and respond to the needs of the children.
9. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
10. Demonstrated ability to communicate effectively with children, staff, teens, and parents.
11. Must be willing to register in Managed Education & Registry Information tool (MERIT) through Washington State Department of Early Learning.

Variable       Days Per Year (Includes Holidays)       Date: ______________
Variable       Hrs. Per Day

PSE: ____________________________ Date: ______________

District: ____________________________ Date: ______________

Revised Date: 01/30/17
Classification: Paraeducators
Class: Class I
Display on Web? Yes

Day Care Paraeducator