

Infant Toddler Specialist

QUALIFICATIONS:

Certification:

- NCLB/STATE of Illinois Qualifications
- Early Childhood Associates Degree in child development (preferred)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Building Principal

VISION:

The Infant Toddler Paraprofessional will perform duties that support the delivery of district preschool services to preschool students by working under the direction and guidance of a certified staff member. The paraprofessional will assist students with physical, behavioral, or instructional tasks.

JOB GOALS:

- Students will receive the physical, emotional, and instructional support they need to benefit fully from the district's preschool program.
- Students will learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals.

JOB RESPONSIBILITIES:

- Helps identify and enroll participating families in program services
- Maintains a child-centered, learn/play centered classroom environment
- Accesses child growth and development via the Ages and Stages Questionnaire
- Observes and records on an on-going basis (at least 4 times a year) each child's progress
- Provides parenting information and resources to parents of children birth through 3 years and 3 to 5 years
- Develops resources and materials to enhance the birth through 3 program
- Participate in and lead-out different professional development activities/focus groups
- Maintain up-to-date records as required
- Perform other duties and assume other responsibilities as may be assigned by the principal

TERMS OF EMPLOYMENT:

Work Day:

7.5 hours per day

Work Year:

180 DAYS.

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per Contract