

**Job Title:** KidSpace Program Paraprofessional  
**Department:** Elementary Education  
**Reports To:** KidSpace Program Facilitator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 01



## **SUMMARY**

Under the direction of the KidSpace Program Facilitator, the KidSpace Program Paraprofessional is responsible for assisting students with their homework, teaching enrichment activities, ensuring safety of all students, serving after school snack, interacting with students and their families, and creating an enriching, fun, and safe environment. The KidSpace Afterschool Programs are at various elementary sites in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides instructional support assistance to program students and student groups.

Assists students with homework and enrichment activities. Tracks student data.

Interacts with students and families.

Serves after school snacks to students in the program

Guides students in working and interacting harmoniously with other students.

Directs students in emergency situations.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or 48 semester credit hours from a college/university; or passing results (460) on the ETS Para Professional Assessment.

Previous experience in a child care setting is preferred but not required. A strong background in Science, Math, and/or English is preferred but not required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: <b>Assistant Director, Human Resources</b>		Date: <b>08/28/2018</b>
Approved By: <b>Assistant Director, Human Resources</b>		Date: <b>09/05/2018</b>
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: _____ Date: _____

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	