



Home
of



POSITION: PROGRAM PARAPROFESSIONAL

Report: Program Teacher

Classification: Part-time, hourly

JOB SUMMARY:

The Program Paraprofessional is responsible for direct student academic support and social support services. The Paraprofessional works under the Project Coordinator and helps students and families directly in after-school activities.

DUTIES AND RESPONSIBILITIES:

Academic

- Student supportive services provision in academic and social services areas.
- To support and supervise volunteer tutors and students enrolled in program schools.
- To facilitate programs according to identified school/community needs.
- Support student success initiatives by involving families and using communication strategies to bridge the gap between school and home.
- Represent CFYCD through communication with school district personnel, youth, families, volunteers, and community partners, as approved by the Director of Quality Implementation & Staff Support.
- Present cases for additional support to school staff and CFYCD as necessary
- Actively participate as a member of the CFYCD team, focused on the whole organization of CFYCD. Meet regularly with the CFYCD Director of Quality Implementation & Staff Support to document and update progress and receive support.
- Accomplish goals and objectives of the CFYCD day-to-day operations

Reporting

- To practice confidentiality and ethical services provision as identified in FERPA/HIPPA policies of the program site and state
- To foster relationships with school district personnel, youth, families, and community agencies for enhanced services provision
- Ensure that all paperwork is current and that students' profile folders are complete
- Provide requested data at specified times: grades, attendance, outcome data, etc.
- Enter, gather, and analyze student and family data for individual and programmatic evaluation in a timely fashion
- Other duties as assigned, within your scope of practice.

QUALIFICATIONS & REQUIREMENTS:

Education:

Associate's degree preferred or equivalent experience working with youth and families.

Experience:

One year working with youth and families.

Skills and Abilities:

- Ability to work with diverse educational and social issues to assist students in achieving academically and socially.
- Willingness and ability to tutor students.
- Familiarity with local health and human service agencies.
- Flexibility, resourcefulness, enthusiasm, and high energy.
- Excellent oral and written communication skills
- Excellent organizational skills
- Independent worker
- Strategic and analytical thinker
- Must work effectively with all levels of staff and management
- Knowledge of school district/school-based operations

PHYSICAL REQUIREMENTS:

- Sitting, standing, bending, lifting, and navigating stairwells required during working hours.
- Must be able to lift 25 pounds without assistance and/or over 25 pounds with assistance.
- Valid driver’s license and proof of insurance.

DISCLAIMER

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Additionally, CFYCD reserves the right to revise the job description at any time. Employment with CFYCD is at-will, and this job description does not constitute an employment contract. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

EMPLOYEE ACKNOWLEDGEMENT

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date