

**TITLE:** BASC Paraprofessional **DEPARTMENT:** Before and After School Care Program

**REPORTS TO:** Before and After School Care Site Coordinator and Director

**POSITION SUMMARY:** Under the direction of the BASC leadership, the Paraprofessional instructs individual and/or small groups of students.

**ESSENTIAL FUNCTIONS:**

- Assists in implementing the daily program under the direction of the BASC Site Coordinator.
- Assists in daily set-up, maintaining a clean and well-organized area.
- Greets parents and students coming to the center.
- Responds directly to the needs of the children and initiates steps to satisfy concerns in a timely manner.
- Provides positive discipline and redirection when interacting with student about appropriate behavior. Documents the interaction and submits paperwork as appropriate to the BASC Site Coordinator.
- Treats all students and co-workers with dignity and respect.
- Supervises daily routines, such as snack and outdoor play.
- Helps with general housekeeping and custodial tasks.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Communication skills, initiative, carrying out planned activities.

KNOWLEDGE is required pertaining to concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to relate to students, staff, parents, and building staff; to work with other adults in a team situation; follow directions.

**EDUCATION:** High school diploma or GED.

**EXPERIENCE:** Job related experience is desired.

**CERTIFICATES & LICENSES:** Valid WA State driver’s license and appropriate insurance required if a condition of the assignment. Valid First Aid/CPR/AED and health certificate. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** Training for supervising students and adults. First Aid/CPR/AED as necessary.

**REQUIRED TESTING:** First Aid/CPR/AED as appropriate

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance.

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Service Employees International Union, Local 925 (SEIU)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

\_\_\_\_\_  
Name (sign)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date