



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Paraprofessional Early Childhood Integrated Services** FLSA Status: **Non-Exempt**
Job Family: **Classified - Instructional Support** Pay Range: **PT15H**
Prepared/Revised Date: **August 1, 2025** Job Code: **41603**

SUMMARY: Responsible for assisting Early Childhood students by providing instruction and physical support for students with mild to significant support needs so that they may fully participate in class activities. Assist students with personal care, social skills and/or self-awareness. Assist teacher with classroom materials and clerical skills and monitor students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist the classroom teacher in individualizing the instruction for children by adapting materials for a varying range of individual students' needs and reinforcing learning skills in individual or small groups. Assist in the planning and implementation of the classroom procedures and routines and monitor and reinforce acceptable social and physical behavior. Support students with accessing the general education curriculum, and/or providing modifications to the classroom environment which may include AAC (Augmentative & Alternative Communication) devices. Provide conditions for a positive, caring, safe, and patient learning environment. Assist with implementing specialized services for students as outlined on IEPs.
2. Assist students with personal care, social skills, or self-awareness skills. Support transitions to and from bus stops, to the bathroom, and movement within the building. Assist students with personal health, hygiene and meals or feedings. May include spoon feeding, tube feeding, toileting, catheterization, and diapering. Lift, transfer or push students in wheelchairs. Use alternative language techniques such as sign language or voice activated computer systems and adapt classroom materials for use by students.
3. Support the classroom teacher in the assessment data collection of the strengths and needs of children three times a year and informally through the development of anecdotes, portfolios, and the use of classroom assessments on an ongoing basis.
4. Support the classroom teacher in maintaining required student records, school, and program paperwork.
5. Select and use behavioral techniques and methods appropriate to the student's circumstances. Utilize a positive behavior model in monitoring behavior.
6. Work with children one-on-one, in small group, large group, circle, and outdoor time. Provide opportunities for students to assume responsibility and develop independence.
7. Support the teacher in communicating the child's daily progress with parents or other staff who work with the child, if requested by the teacher.



8. Participate in Integrated Services and Early Childhood professional growth opportunities, and meetings that are required for special education paraprofessionals and childcare licensing certifications.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree required; Bachelor's degree preferred
- Minimum of Level II in the Professional Development Information System (PDIS) of Colorado Shines
- One year of related experience
- Experience working with students in a school setting preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Crisis Prevention Institute (CPI) required within 3 months of hire
- CPR and First Aid certifications within 30 days of hire
- PSD Blood Borne Pathogens course completed within 30 days of hire
- PSD Medication Administration course completed within 30 days of hire
- Valid Early Childhood medical statement completed within 30 days of hire
- Current immunizations statement completed within 30 days of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Ability to understand diverse learning needs, second language instructional practices, and special education modifications for children
- Ability to show sensitivity, respect and confidentiality to individual students, families, and staff
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to lift and transfer students, provide behavior supports including de-escalation and physical assistance, and follow health care procedures that could include feeding, personal care, etc.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures



- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School Administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, on recess

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	