

SUMMIT SPEECH SCHOOL

Job Description

SOUND BEGINNINGS - NON-INSTRUCTIONAL PARAPROFESSIONAL

Reports to: Parent Infant Coordinator

Description: 2 – 4 hours/week (Mondays & Wednesday 10 a.m. – 12 p.m),
12-month, non-exempt

Qualifications:

BA preferred

Previous experience working with children from birth to 3 years of age.

Knowledge of childhood development

Ability to work as part of a professional team.

Good interpersonal and communication skills

Flexibility

Willingness/ability to work with individuals or small groups.

Ability to respond in emergencies.

Must be able to lift 35-40 lbs.

Must be comfortable working on the floor with young children.

Duties and Performance Responsibilities:

- Work collaboratively with professional staff and parents.
- Assist the staff with small group activities (art, music, fine and gross motor, and language development)
- Assist with behavior management as directed.
- Support social interaction and play skills.
- Facilitate language by narrating and modeling appropriate language.
- Assist in keeping the classroom areas clean and organized.
- Assist with transitioning children at beginning of group (when they arrive with parents) and reuniting the children with their parents at the end of group.
- Cooperate professionally in all matters maintaining student confidentiality.
- Perform other duties as assigned.