

Berkeley County First Steps

Inclusion Assistant/Para Professional PT/15hours per week

Inclusion Para -Professional is responsible for implementing Inclusion Support Project objectives as part of a teaching team and providing support to the Teachers with all classroom activities. This includes, but is not limited to, implementing curriculum, supervising children, communicating with parents, and providing a health and safe environment for children.

Basic Responsibilities:

- Work as a part of the classroom team to support the full inclusion of children with identified and suspected disabilities.
- Work as a classroom team to prepare lesson plans, complete observations, and assess children.
- Follow through with activities, materials, in alignment with the children's IEP goals throughout the school day.
- Collect behavior data as requested for children with identified concerns.
- Follow through with teacher/clinical /administrative recommendations regarding all aspects of curriculum and inclusion programming.
- In conjunction with classroom teacher, maintain consistent communication with the children's families/guardians.
- Participate in scheduled team meetings pertaining to classroom.
- Share responsibility for cleaning up after all classroom activities.
- Participate in scheduled professional development activities as identified (trainings and coaching) throughout the school year.
- Attend parent meetings.
- All other duties as assigned.

Qualifications:

- An Associate's degree in early childhood education (ECE) is preferred and/or One of the following:
- A minimum of 30 college semester credits overall with a minimum of 15 semester credits in ECE, and an infant-toddler CDA (Child Development Associate), Human Services
- An associate's or bachelor's degree in another field, and a minimum of 10 college semester credits in ECE or Child Development.
- Must be able to meet and sustain DSS qualifications (education, experience and background check)

Experience Required

- Experience working with children with special needs.

Skills/Abilities

- Must have the ability to contribute to a classroom atmosphere in which children can develop physically, intellectually, emotionally, socially and creatively.
- Able to work well with staff, families, other agencies and funding source personnel.

- Excellent verbal and written communication skills.
- Well-organized, detail-oriented and accuracy-driven.
- Excellent computer skills.