

Paraprofessional The Kansas City Pre-K Cooperative

OVERVIEW

The Kansas City Pre-K Cooperative is an innovative pre-K model that includes six charter schools and three early education providers. The Pre-K Cooperative provides a structure for participating charter schools who do not currently offer pre-K services to operate pre-K classrooms and programs in established, high-quality early education programs to serve over 130 students for the 2019-2020 school year. In addition to increasing access, these partnerships will increase kindergarten readiness, improve vertical alignment between pre-K and kindergarten, provide families with collaborative support services, and ultimately increase student achievement.

The following Kansas City charter schools are partners in the Pre-K Cooperative:

- Citizens of the World Charter School
- Crossroads Academy
- Genesis School
- Hogan Preparatory School
- KIPP Kansas City
- University Academy

The following host sites are partners in Pre-K Cooperative:

- Emmanuel Child and Family Development Center
- Operation Breakthrough
- United Inner City Services/St. Mark

The Kansas City Pre-K Cooperative seeks to:

- Maximize access to quality pre-K slots for children and families, positioning all students for success throughout their educational journeys.
- Identify approaches that promote systemic efficiency and coherence, focusing on partnerships across sectors.
- Develop and provide a best-in-class pre-K program with demonstrable kindergarten readiness results.
- Improve the vertical alignment between early education and elementary schooling.
- Collaborate with a broad array of community organization and service providers currently operating in Kansas City to provide comprehensive services for students and families.

The cooperating charter schools and early education providers are seeking to hire **Paraprofessionals** responsible for providing a developmentally appropriate educational environment in a full-day pre-K classroom. This position will be a full-year position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

- Maintain a neat, clean, classroom environment and a professional personal appearance.
- Build positive relationships with students, staff and parents. Create and foster a positive learning environment.
- Actively participate in regular professional development activities, both internal and external, such as regular classroom observations, reflective discussion of professional practice, professional readings, visiting other classrooms and schools to observe colleagues, attending conferences, and offering trainings or workshops for colleagues in an area of expertise.
- Take part in a collaborative professional team environment, working with other teachers and administrators to develop, implement, and refine instructional practices.
- Follow the Creative Curriculum and developmentally appropriate practices. Develop and implement lesson plans in conjunction with the Lead Teacher.
- Assist the lead teacher in planning a program of study that meets the individual needs, interests, and abilities of students. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved. Confer with and seek assistance of school administrators regarding possible interventions for struggling students.
- Assist in the completion of developmental screenings (ASQ) and any other screenings within the first 30-45 days of a child entering the classroom. Assist in the completion of DRDP Assessments for each child three times per school year. Maintain accurate, complete, and correct records as required by law, school policy, and administrative regulation.
- Report pertinent behavior to the Early Learning Director immediately.
- Participate in the discussion of special needs of individual children with teaching staff supervisors, specialists and parents. Provide necessary documentation for referring children.
- Assist in conducting all required parent/teacher conferences and home visits. Solicit parents' assistance; explain and promote parent involvement through participation and activities.
- Make provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assist in preparing and maintaining the center for licensing and accreditation requirements.
- Maintain accurate attendance and meal records.
- Practice family style serving (eat meals with the children) daily.

QUALIFICATION AND TRAITS

Required Qualifications:

- A minimum of a CDA or a degree with (9) hours of early education coursework. Transcripts with award date or CDA certificate must be provided.
- A commitment to working in urban education and closing the achievement gap.
- Must pass an extensive background check.

The ideal paraprofessional will have:

- Experience teaching early childhood/elementary grades.
- Excellent organization skills and an ability to coordinate multiple tasks and activities.
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community.
- The desire to continue professional development. Openness and willingness to receive feedback and coaching instruction.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned.
- Relentless determination to do whatever it takes to help students succeed.
- Ethical behavior and hold confidentiality of information about students and teachers in the school environment and community.
- Proficiency in Microsoft Excel, PowerPoint, Word, Access, and Outlook.

Physical Requirements:

- Be able to lift up to 40 pounds.
- Excessive climbing, walking, bending, stretching and sitting on floor with children.
- Exposure to childhood illnesses and diseases.
- Exposure to varying outside temperatures (heat and cold).

COMPENSATION AND BENEFITS

Salary is based on years of experience and degree of education. A competitive benefits package is also offered.

All Pre-K Cooperative employers are equal opportunity/affirmative action employers and encourage applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

CONTACT

Please send resume and cover letter to Lisa Kice: KiceConsultingLLC@gmail.com.