



**Thomasville Community Resource Center, Inc.  
Afterschool & Summer Program  
Job Title: Para Professional**

Under the supervision of the Site Manager and/or Program Manager, teacher aide will develop learning activities or lesson plans, instruct an assigned group of children, provide instruction, recreation and enrichment opportunities for all children. Also, teacher aide will supervise chaperons, volunteers, and/or student aides in training whenever they are in the presence of the children.

**Qualifications:**

1. At least 21 years of age
2. Para professional license certification and 2-3 years prior experience with tutoring and/or pupil instruction in a classroom setting.
3. 2-3 years experience working with special needs students preferred
4. Skill set or desire to work with at-risk students
5. Obtain and maintain CPR and First Aid Certification
6. Never been found to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.
7. Not have any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties.
8. Not have a criminal record
9. No criminal records
10. Associate Degree or higher or CDA Certification, and one year experience working with children preferred.

**Tasks:**

- Tutor and assist students individually or in small groups in order to help them master assignments
- Provide academic support
- Lead students in organized groups activities
- Maintain appropriate student and site required documents (i.e. attendance)
- Organize and supervise games and other recreational activities to promote physical, mental, and social development
- Provide extra assistance to students with special needs, such as students with physical and mental disabilities
- Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled at TCRC
- Help maintain a neat and organized center
- Help children establish good habits of personal hygiene
- Develop approved program reports for assigned class (Lead Teacher and/or Site Manager will approve all program reports)
- Keep and maintain daily attendance roster of the children in assigned classroom
- Keep teacher and/or Site Manager informed in advance of program need
- Report any cases of suspected child abuse or neglect to lead teacher and/or Site Manager
- Perform all duties as assigned
- Attend all site and staff meetings

- Participate in mandatory training (Trainings can be online or in-person)
- Be familiar with and follow all TCRC policies and procedures
- Observe, record, and report on all students' academic progress in assigned class
- Maintain a neat and clean classroom
- Complete Job related surveys and reports as assigned
- Meet grant funded goals and objectives if applicable.
- Report any cases of suspected neglect and abuse to the Site Coordinator or Program Manager.

**Time Commitment:** 10-15 hours a week, not to exceed 15 hours a week

**Training mandatory but not limited to:** Mandatory trainings are typically held on Saturdays. Orientation must be attended within 14 days of hire.

**Physical Requirements**

- ✓ Must have the ability to:
- ✓ Lift up to 20 pounds
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of center
- ✓ Work outside ability to be exposed to elements (pollen, humidity, etc)
- ✓ Stand and /or bend continuously for a minimum of 2 hours with or without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are consistent with supervision of children.

**Reports to:** Site Coordinator or Program Manager