



Saint Agatha School
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Saint Agatha School

Position Description

POSITION: Early Childhood Paraprofessional

REPORTS TO: Director of Early Childhood Education

DATE AVAILABLE: September 2, 2026

POSITION SUMMARY: An early childhood paraprofessional will work under the direction of the lead teacher in the K0/K1 classroom. The paraprofessional will actively support students in the early childhood classrooms, learning centers, and across all school settings as appropriate, as well as support the lead teacher throughout the school day. This position requires the ability to perform work indoors and outdoors in a classroom and playground environment engaged in work of a moderately active nature.

FLSA: Non-Exempt/Staff 37.5 hours per week, ten months per year, 7:30 AM – 3:00 PM during the calendar school year. This is a benefit-eligible position. This position is anticipated for the 2026-2027 school year, depending upon sufficient program enrollment.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Support curriculum and instruction under the direction of the lead teacher.
- Prepare and coordinate materials for learning activities at the request of the lead teacher.
- Assist in classroom routine and management.
- Communicate with the lead teacher regarding student concerns and needs, both academic and behavioral.
- Supervise/lead class during times when the lead teacher attends meetings.
- Serve as a source of information and help to substitute teachers.
- Maintain a safe environment on the playground, observing students, and scaffolding playground skills.
- Work with large and small groups and individuals to reinforce learning materials introduced by the lead teacher.
- Review classroom environment at the close of day to ensure all supplies and materials are successfully replaced in preparation for the morning.
- Support students' access to the bathroom and bathroom procedures.
- Assist with supervision of students during non classroom times, including, but not limited to, school arrival and departure, recess, lunch, emergency drills, and specialist classes.
- Maintain classroom displays and project work at the request of the lead teacher.
- Perform other duties as assigned by the Principal and Director of Early Childhood Education



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QUALIFICATIONS:

- Experience as an early childhood paraprofessional required.
- A minimum of a High School diploma.
- Associate's or higher degree preferred.
- Ability to pass a CORI check and fingerprinting deemed suitable by EEC.
- Ability to communicate effectively with students, parents/guardians, staff and the public in a professional manner that represents Saint Agatha School.
- Ability to work cooperatively with others.

PREFERRED SKILLS/KNOWLEDGE OF:

- Be able to use a variety of office equipment such as computers, copiers, laminators, and Apple t.v.
- Work well in teams.
- Correct English usage, grammar, spelling, and punctuation and vocabulary
- Oral and written communication skills- must provide clear written and verbal feedback to the lead teacher. Candidates must also be able to receive and understand written and verbal communication from the lead teacher.
- Have an understanding of early childhood development.
- Interpersonal skills using tact, patience, and courtesy.
- Member of the Catholic Faith Community preferred.

EXPECTATIONS OF THE POSITION:

- Work confidentially with discretion
- Be flexible in an early childhood setting.
- Demonstrate ethical behavior.
- Provide a safe learning environment for students.
- Must be dependable and punctual.
- Enthusiasm and energy needed to work with early childhood students.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting in chairs and on the floor, or walking. At times the ability to run or move quickly, bend, and reach is needed.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

SALARY RANGE: \$20.00 to \$25.00 per hour, depending on experience.

To apply, please submit a cover letter, resume and three references to Director of Early Childhood, Amy Chrisom at achrisom@stagathaparish.org



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