



Preschool Paraprofessional

Title: Preschool Paraprofessional
Reports to: Preschool Director
Status: Part-Time Non-Exempt
Start Date: July 1, 2024
Hours: 25 Hours/Week
Pay: \$17.50/Hour

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Family Education, Case Management, and a Resale Store, all working in tandem to make a positive impact on the community.

Position Summary: The Preschool Paraprofessional will play a crucial role in supporting the daily operations and educational activities within the preschool environment. Working closely with the lead teacher and other staff members, the paraprofessional assists in creating a nurturing and stimulating environment where young children can learn and grow.

Essential Functions

- Engaging children in the preschool program, planning and set up for the classroom, and assisting with needs of the preschool program.
- Data entry, as needed.
- Maintain a clear understanding of the various program areas, activities and events being held at and by MRC. Stay current with relevant community resources.
- Participate in continuous quality improvement.
- Maintain and submit, in a timely way, all required child, family, and program documentation.
- Organize and inventory supplies/materials, etc.
- Provide assistance with personal hygiene routines of children, including toileting, diapering, handwashing, and mealtime supervision.
- Support agency outreach programs and collaborate to market the preschool program.
- Participate as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge and skills with others.

Knowledge, Skills, Abilities and Accountabilities

The Preschool Para will demonstrate the following:

- Knowledgeable decision-making, judgment, and concern for the proper care and well-being of children.
- Dedication to working with 0-10 aged children.
- Ability to engage children in group discussions and other activities.
- Ability to establish rapport with families.
- Maintain strict confidentiality of clients' information.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)
- Strong organizational skills, record keeping skills, creativity, and flexibility.
- Ability to follow through with assigned duties, multi-task, problem solve, work independently and in a team.
- Willingness to accept feedback and adapt accordingly.
- Excellent computer skills, including Microsoft Office Suite
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- When caring for children, staff must refrain from the personal use of electronics including, but not limited to, cell phones and portable electronic devices.
- Must be current for all immunizations routinely recommended for adults by their health care provider.
- Must submit a medical statement, signed, and dated by a physician or other health care provider, verifying that they are in good mental, physical, and emotional health appropriate for the position.
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies, Preschool Handbook, and other directives.
- Must read and understand all licensing rules governing preschool centers with 30 days of hire.
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other drugs.
- Completion of state-mandated background checks, including a comprehensive criminal history check and fingerprinting.

Credentials, Experience and Qualifications

- Preferred bachelor's degree in early childhood education, social work, health, psychology, or related field.
- High School Diploma and some experience in working with children and parents.
- Years of experience may be substituted for education.
- Proof and maintenance of proper legal authorization to work in the United States

Compensation/Benefits

- Generous PTO
- Paid Sick Leave
- Medical, Dental, Vision Insurance
- Short-term and long-term disability
- Life insurance benefits
- 401k with match

Please send resume and cover letter to Chris Johnson at chris@mrcco.org. No phone calls please.

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities
•Achieving equitable outcomes for all communities •Supporting and encouraging personal and professional growth •Cultivating diversity •Valuing individual stories***