

**JOB ANNOUNCEMENT**

**Paraprofessional**

**Basic Functions:** The Paraprofessional will help support preschool children with disabilities that are in the Head Start program. They will implement appropriate modifications and accommodations for children with disabilities based upon Individual Education Plan (IEP’s) in collaboration with the classroom teachers and will promote full inclusion of children with special needs in daily routines.

**Requirements:** This position requires at least an Associate Degree in social work, early childhood or related field. The incumbent should be familiar with social service and early childhood related issues, as well as working with children with disabilities

Additionally, the incumbent must possess the ability to relate and develop a mutual respect for the families and children served and must possess the ability to get along with diverse personalities, demonstrate tact, and maturity.

**Work Schedule:** The Paraprofessional shall generally work forty (40) hours each week in accordance with the schedule personally arranged, and mutually agreed to by the Site Director and Director of Early Care and Family Services.

**Working Conditions:** This position works in a clean, well-lit area. Additionally, the incumbent must be able to lift and/or move up to 30 pounds. The incumbent must possess the ability to stand, stoop, bend, and carry children, sit without back support for 15-20 minutes at a time. The incumbent will be required to work in or visit other Trinity UCC Child Care Centers and/or other offices/sites in the Chicagoland area responsible for administering Early Childhood Development services and/or activities and must be able to travel to these various locations.

Salary: Starting salary is $27,000 (negotiable)

**How to apply: NO AGENCIES**

Qualified applicants submit resume by September 9, 2016 to:

Ebony Only –Human Resources

Trinity UCC Child Care, Inc

Email: ebony.only@outlook.com

1947 W. 95th Street

Chicago, Illinois 60643

Fax: 773-966-1718

**Job Description Disclaimer:** The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by Trinity UCC Child Care Centers, Inc., staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

**Confidentiality:** Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, staff members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment.