

**JOB TITLE: PARAPROFESSIONAL (CYESIS)**

**JOB DESCRIPTION:**

This employee will perform duties appropriate to providing child care for children in the District School Board of Pasco County's Cyesis (teen parent) program.

Duties of this position, working under the direct supervision of the child care site manager, include but are not limited to:

1. Keeping the designated service area neat and clean at all times.
2. Keeping accurate records including attendance records, daily notes and developmental screening results on each assigned child.
3. Planning and conducting activities for children to meet the physical, social, emotional, and intellectual needs of each child, which promote self-expression, creativity, imaginative play, language stimulation, thinking skills, and positive relationship development.
4. Establishing and maintaining control and providing for the safety of assigned group of children.
5. Assisting in food preparation and distribution.
6. Perform child care duties consistent with the regulations of the Department of Children and Families (DCF) and the Department of Health.
7. Participating in parent contact and communications as appropriate, while maintaining confidentiality.
8. Working with other team members to create a pleasant, inviting atmosphere and ensure optimum quality experiences for children and teen parents.
9. Participate in staff meetings as scheduled.
10. Performing other duties as assigned.

Participation in Program Inservice Activities.

1. 40 clock-hour DCF Child Development Training courses.
2. Infant/Child CPR and First Aid training.
3. 8 hour annual DCF inservice workshops.
4. School Board Inservices applicable to child care.

**REQUIRED QUALIFICATIONS:**

1. Functional literacy.
2. Ability to relate to children.
3. Meet all legal requirements for child care workers in the State of Florida.
4. At least 18 years of age.

**DESIRED QUALIFICATIONS:**

1. Child Development Associate (CDA) certification.
2. Previous child care experience.
3. Knowledge of child development.
4. Experience in writing lesson plans.
5. Infant/Child CPR and First aid certification.
6. Food handling card.