

Job Title: Early Childhood Assistant



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide staff support in a developmentally appropriate pre-school environment and work with children individually or in small groups providing a daily program of interactive care and instruction.

ESSENTIAL JOB FUNCTIONS

- Circulates within the classroom and provides developmentally appropriate instruction, assistance, and learning support to Pre-K children as prescribed by the supervising teacher.
- Teaches children individually and in small groups utilizing games, stories, or other manipulatives to enhance learning and to reinforce skills based upon instructional guidelines.
- Assists teachers in checking and objectively evaluating children's work.
- May accompany and assist children on the bus to and from school, taking them to and from classrooms or learning areas, and when necessary, physically transferring children from wheelchair to desks or floor mats for learning or recreational activities.
- May schedule, perform and document home visits and maintain all related records.
- Assists children with gross motor activities (grasping, holding objects, posture, crawling, walking, running, etc.) and fine motor activities (playing with toys, cutting, coloring, etc.).
- Monitors, observes, and charts activities and behavior of children.
- Applies crisis intervention to children with aggressive behavior and restrains violent children as needed; redirects student behavior to appropriate responses.
- Reinforces rules of the school and classroom; acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the children's understanding.
- Escorts and supervises children during breakfast, lunch, restroom visits, and other activities and provides assistance which may include diapering, dressing, eating, toileting, grooming, tooth brushing, handwashing, etc.
- Assists in the preparation of lesson plans, behavior management plans, and teacher's pre-planning sessions; provides input and assistance in the development of classroom activities.

- Prepares or assists in the preparation of instructional materials. Assists the teacher in performing duties such as running errands and designing/setting up bulletin boards, classroom decorations, displays of children's activities, etc., within the classroom.
- Performs a variety of clerical tasks such as typing, copying, stapling, filing, locating and assembling materials, laminating, etc.
- Ensures daily cleanliness and sanitary conditions in the classroom environment.
- Assists with all activities designed to promote parental involvement including, but not limited to, parent workshops and meetings, home visits, parent conferences, phone contacts, and other activities.
- Maintains accurate and complete records of children's activities and behavior which may require the use of a computer terminal to enter a variety of information and data; completes applicable forms, schedules, and instructional reports, as directed.
- May be assigned monitoring duties, e.g., hallways, lunchroom, restrooms, and bus duty; ensures appropriate conduct during these periods; escorts children to designated activity areas, e.g., music room, computer room, art classes, assemblies, etc.
- Assists with attendance and sends, collects, and files Attendance Verification papers.
- Performs other duties as required.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent.
- One year of experience related to education and training activities with children in an organized pre-school learning environment.
- Must meet state and local requirements for employment.
- Enrollment within 90 days of employment in the 40-hour Child Care Course (Parts I and II) which must be successfully completed within one year of beginning the course regardless of other training or degrees held.
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must complete DCF online courses in "Emergent Literacy for VPK Instructors" and "Florida Standards for Four Year Olds" within three months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to use standard office machines and classroom equipment.
- Requires the ability to display knowledge of basic remedial teaching methods and techniques.
- Requires the ability to display knowledge of classroom methods and procedures.
- Requires the ability to display knowledge of techniques for dealing with aggressive students.
- Requires the ability to display knowledge of child growth and development and developmentally appropriate practices.
- Requires the ability to display knowledge of basic behavior management principles.
- Requires the ability to display knowledge of basic CPR methods and standard first aid.
- Requires the ability to display knowledge of universal health precautions.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of the use of specified computer applications involving word processing, data entry, and standard report generation.
- Requires the ability to display knowledge of techniques for securing cooperation of students and arousing interest in learning activities.

- Requires the ability to use routine word processing software and familiarity with basic computer operations.
- Requires the ability to assist students in remediation studies.
- Requires the ability to obtain effective requisite skills from students.
- Requires the ability to motivate students' interest in learning activities.
- Requires the ability to encourage students to acquire requisite skills.
- Requires the ability to use initiative and judgment during both indoor and outdoor activities to ensure the safety of the students.
- Requires the ability to recognize symptoms of abuse and documenting and reporting observations.
- Requires the ability to establish and maintain effective working relationships.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical classroom setting, use standard office and classroom materials, stand and walk, use hands to finger, handle, or feel, lift with hands and arms, stoop, kneel, or crouch, change positions often from standing to sitting on floor or ground, move quickly to participate in recreational activities or intervene in safety related situations, lift and/or move up to 20 pounds, read printed materials and a computer screen, and communicate in person or over the telephone. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: