

**Central Valley School District  
Job Description #1027**

**TITLE            ELC Educational Assistant 1**

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**GENERAL SUMMARY**

Provides direct and indirect educationally related services to all students as assigned/supervised by the designated instructional leader. Responsible for assisting in planning and implementing developmentally appropriate curriculum under the supervision of the Lead Teacher. This position pertains to all children enrolled in program. All Assistant positions may include instructional and supervisory duties with in multiple classrooms.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Supervisory Assistant may perform all or a combination of the following:

1. **Curriculum Planning:** Responsible for designing, implementing and collaborating with Lead Teacher. Uses documentation in accordance with ECEAP Performance Standards and Early Achievers to design educational curriculum. Assists with the implementation of the daily classroom program, including music, meals, group projects, free choice time and supervision of students. Assists in organizing indoor/outdoor, quiet/active activities appropriate to age group for the purpose of actively participating in the learning activities with children.
2. **Classroom Preparation:** Prepares and organizes the classroom and classroom materials in accordance with the planned classroom program. Maintains classroom equipment, work areas/playground, etc., for the purpose of ensuring availability of items, providing reliable information and/or ensuring a safe and sanitary environment.
3. **Guidance:** Interacts positively with all children to support their individual learning and meet their emotional needs. Helps teacher instruct children (e.g. nutrition, self-care, social, motor skills, cognitive, language skills, etc.) for the purpose of optimizing development of each child. Helps to facilitate small group activities for the purpose of providing classroom activities and routines that support individual/group needs and/or delivering services in compliance with established guidelines.
4. **Family-Style Meal Services:** Prepares and serves snacks and meals; participates in and facilitates mealtime service (including meal counts) and conversation. Documents peer interactions, social/emotional conversations, and all learning that occurs.
5. **Health/Safety Supervision:** Responsible for knowledge of all health plans/medications. Administers first aid as needed. Be familiar with safety procedures and emergency protocols. Oversee health habits in the classroom, i.e., hand washing, tooth brushing, etc. Checks indoor and outdoor environment for safety hazards.
6. **Record Keeping:** Completes daily attendance/meal count. Assists with record keeping on individual children and families as directed by the teacher; completes written observations of individual children throughout the year and enters into required database.

7. **Supervision:** Monitors students in a variety of educational settings (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment. Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
  8. **Professional Development:** Thirty hours of Basic MERIT training must be completed before hire; plus 15 hours of MERIT training required annually. Complete required Classroom Assessment Scoring System (CLASS) training, and Environmental Rating System (ERS) training. Complete and pass Teaching Strategies Gold Reliability. Complete mandatory CVSD annual training. Gains knowledge and skills by participating in in-service training, staff meetings and other training opportunities throughout the year.
  9. **Team Player:** Contributes to good communication, teamwork and mutual support among staff and families. Responsible for keeping informed of ongoing program changes and updates.
  10. **Attendance:** Maintains regular attendance; adheres to ECP absence protocol to maintain the adult-child ratios required by the Department of Early Learning.
  11. Performs other duties as assigned.
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## **OTHER FUNCTIONS**

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## **REPORTING RELATIONSHIPS**

This position reports to the Program Supervisor/Building Principal

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## **MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities, may occasionally deal with distraught or difficult students.

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## **PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels; required to lift, move and position students and equipment; playground supervision and bus loading requires working outdoors in inclement weather; required to attend to students personal hygiene; may be exposed to biting behavior; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; required to work in non-routine positions for extended periods. Required to stand for prolonged periods; may occasionally be exposed to recklessly operated vehicles. Lift and hold children. Lift and move educational materials and equipment up to 40 pounds. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.

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## **MIMINUM QUALIFICATIONS**

1. CDA, ECE initial certificate, or AA or BA degree in early childhood education. One year experience in an early childhood setting and experience with special needs children preferred.
2. Experience with children from low income families in an education setting is preferred.
3. Requirements for employment; valid first aid/CPR card, food handlers' card, negative T.B. test, DEL portable background check. Within 30 days of hire must have health clearance, immunizations, and other required trainings as per DSHS licensing regulations.
4. Knowledge of developmentally appropriate discipline techniques for young children.
5. Demonstrate ability to communicate clearly and effectively with staff, children, parents and volunteers.
6. Must be self-directed, motivated, punctual and flexible.
7. Ability to work as a team member.
8. Ability to use effective organization and time management skills.
9. Ability to provide training and support to volunteers.
10. Ability to follow directions/guidance from the teacher.

## **OTHER REQUIREMENTS**

1. Attend center meetings and activities including some evenings.
2. Follow universal precautions when caring for the hygiene needs, including diapering of children.

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## **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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## **UNIT AFFILIATION**

PSE-ECP – Early Childhood Program

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