

**Central Valley School District
Job Description #1003**

TITLE ELC Educational Assistant 3

GENERAL SUMMARY

Provides direct and indirect educationally related services to all students as assigned/supervised by the designated instructional leader. This position pertains to all children enrolled in program. All Assistant positions may include instructional and supervisory duties.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the ELC Ed Assistant 3 may perform all or a combination of the following:

1. **Curriculum Planning:** Assists teacher 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:** Maintains classroom equipment, work areas, meal counts, cleaning work areas/playground, observations, 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, language skills, etc.) for the purpose of optimizing development of each child. Helps to carry out 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 and conversation.
5. **Health Supervision:** Oversee health habits in the classroom, i.e., hand washing, tooth brushing, etc. Administers first aid as needed. Checks indoor and outdoor environment for safety hazards.
6. **Supervision:** Provides 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.
7. **Professional Development:** Thirty hours of Basic MERIT training must be completed by hire date; plus 15 hours of MERIT training required annually. Gains knowledge and skills by participating in in-service training, staff meetings and other training opportunities throughout the year.
8. **Team Player:** Contributes to good communication, teamwork and mutual support among staff and families.
9. **Attendance:** Maintains regular attendance; adheres to ECP absence protocol to maintain the adult-child ratios required by the Department of Early Learning.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Program Supervisor/Building Principal

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.

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.

MIMINUM QUALIFICATIONS

1. 12 Credit Hours of Early Childhood Education. One year experience in an early childhood setting and experience with special needs children preferred. OR
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 90 days of hire must have health clearance, immunizations, and other required trainings as per DSHS licensing regulations.
4. Demonstrate ability to communicate clearly and effectively with staff, children, parents and volunteers.
5. Must be self-directed, motivated, punctual and flexible.
6. Ability to work as a team member.
7. Ability to use effective organization and time management skills.
8. Ability to provide training and support to volunteers.
9. 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.

CONDITIONS

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

UNIT AFFILIATION

PSE-ECP – Early Childhood Program
