

POSITION DESCRIPTION

TITLE: EDUCATIONAL ASSISTANT (EARLY CHILDHOOD EDUCATION)

TYPE: Classified

Reports To: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this is to support the Early Childhood Education Instructor in providing instruction to young children in early childhood education programs. The ECE assistant will assist with the implementation of curriculum to meet the academic, physical, social and emotional needs of the children in the classroom.

MINIMUM QUALIFICATIONS:

1. 18 years of age or older.
2. High School Diploma or equivalent by OAR 581-37-030
3. Two-years (72-quarter hours) of post-secondary education; or an Associate's Degree from an accredited college or university; or a passing score on a recognized paraprofessional assessment test.
4. Step 6 on the Oregon Child Care Division registry. Step 6 requires an Early Childhood Education certificate or a minimum of 9 quarter or 6 semester college course credits covering at least 2 Core Knowledge Categories or 90 hours of documented Child Care Division-approved training with a minimum of 8 hours in Human Growth and Development and 8 hours in Understanding and Guiding Behavior and 8 hours in at least 6 additional Core Knowledge Categories. The Core Knowledge Categories are: Human Growth and Development; Understanding and Guiding Behavior; Learning Environments and Curriculum; Family and Community Systems; Observation and Assessment; Diversity, Health, Safety and Nutrition; Special Needs; Personal and Professional Leadership Development; Program Management.
5. At least 6 months prior experience in a school or Early Childhood Education environment.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Assist the Early Childhood Education Instructor in planning and carrying out activities for children in Preschool and/or Infant and Toddler programs
4. Provide care for young children who may need assistance with basic feeding and personal hygiene needs.
5. Assist the Early Childhood Education Instructor in preparing classroom and instructional materials aligned with best practices.
6. Maintain classroom discipline.
7. Communicate with parents and caregivers.
8. Assist with data collection for screenings and assessments in accordance with Child Care Division and Quality Rating Improvement System (QRIS) guidelines.
9. Collaborate with colleagues to provide consistency across multiple classrooms.

10. Assist the Early Childhood Education Program Specialist in collecting data to meet Child Care Division and QRIS Standards.
11. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
12. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
13. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
14. Assists parents and community members as needed.
15. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
16. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
17. Complies with professional development activities as required by the District.
18. Holds expectations for high performance of self and students.
19. Demonstrates computer literacy and operates software programs as related to job responsibilities.
20. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
21. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
22. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
23. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. Food Handlers Card
3. Child Care Division Background Check
4. Maintain Child Care Division Certification
5. Professional development as required by the Child Care Division, some of which may occur in the evenings or on weekends.
6. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
7. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
8. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
9. Possible exposure to bodily fluids due to student or employee illness or injury.
10. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
11. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No

If yes, see addendum to Educational Assistant (Early Childhood Education) description.

TERMS OF EMPLOYMENT:

Current work year of approximately 187 days, subject to change. Daily work hours to be determined. Salary and benefits based on current District Salary Schedule and negotiated agreement

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date