Adams12 Five Star Schools

Job Description
Revised/Updated: January 2026

Job Title:	**ECTA (Early Childhood Teaching Assistant-CDEC)**	Job Code:	**050322**
Job Family:	**Preschool**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**No**
Typical Work Year:	**9 months**	Pay Range:	**G05**

SUMMARY: Work collaboratively with a team to support students in an engaging environment. Work under the supervision of the Early Childhood teacher to develop and implement weekly lesson plans. Prepare materials for a preschool classroom of special needs, at risk, and typically developing students. Provide individual personal care for students as needed. Conduct periodic assessment and clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Implement and assist with instruction and specialized interventions for preschool students in individual small and large group settings following lesson plans. Prepare materials for classroom instruction.	D	60%
2. Assists with all areas of physical needs for all students, including performing daily routines, toileting and/or diapering, specialized dietary requirements, and medical needs as delegated by the Preschool Registered Nurse.	D	15%
3. Maintain classroom cleanliness and organization including disinfecting and sterilizing common areas, materials, and equipment.	D	8%
4. Participate with team and/or department members to discuss programming and progress for all students.	W	10%
5. Participate in all Early Childhood Education staff development training, including but not limited to, district training, Professional Development Information System (PDIS), ongoing authentic assessment, CPR, and Standard Precautions training.	M	3%
6. Perform clerical duties related to state licensing, Special Education, and other related paperwork tasks.	M	2%
7. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Experience with children with special education needs, including Autism, preferred.
- Experience in an early childhood setting preferred.
- High school diploma or equivalent.
- Candidates must be able to provide proof they are Early Childhood Teaching Assistant qualified consistent with Colorado Department of Early Childhood regulations.
- Post-secondary coursework in early childhood education preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications within three months of entering position.
- Standard Precautions training required within one month of entering position.
- Medication training required within three months after entering position.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Additional successful completion of a post-hire physical examination required on a yearly basis.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to work with a large population of children with special needs.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences
- Ability to accept coaching and direction from colleagues and coaches
- Ability to be flexible with daily routine and activities
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of communication devices, sign language, Picture Exchange Communication System (PECS) and assistive technology preferred.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Preschool Site Director	1050

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in the classroom and on recess.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X