

EARLY CHILDHOOD CARE PROVIDER (ECCP)



Purpose:

Provides early childhood education for children primarily up to pre-K (most likely up to 4 years of age) in our district early learning programs. Prepares the classroom and materials to meet the needs of individual and small groups of children. This position also works collaboratively with other program staff to conduct operations in a district run preschool classroom, an early learning Career Technical Education (CTE) classroom, or in a state certified high school Teen Parent Program.

Reports to:

Principal or Assistant Principal

Indirectly reports to:

Daycare Director/Coordinator; Classroom Teacher

Nature and Scope:

This position performs work of a variable nature in accordance with established procedures and guidelines under the Oregon Department of Childcare and District regulations. The incumbent interfaces and problem-solves with teen students/parents, student interns, teachers, administrators, department and colleagues. Because this job involves continuous interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people.

Essential Job Functions:

1. Conducts oneself in the best interest of students and children, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assists with planning/implementation of an enriching, developmentally and culturally appropriate Early Childhood Education (ECE) curriculum.
3. Assists with guidance of program participants including children, volunteers, student interns and parents.
4. Provides nurturing, inclusive, respectful care to enrolled children.
5. Demonstrates consistent application of child development theory in care and education.
6. Maintains confidentiality.
7. Individualizes children's curriculum by integration of observations, screening and developmental goals.
8. Assists with compliance for all Oregon Administrative Rules pertaining to center certification.
9. Promotes safe, quality, and appropriate feeding experiences for children.
10. Demonstrates best practices in early childhood care.
11. Assists with toileting, diapering, and cleaning bodily secretions/fluids for children.
12. Attends staff meetings and program activities.

13. Demonstrates professional, reciprocal communication and ethical conduct toward all constituents.
14. Adheres to all program and district policies and procedures.
15. Assumes food service duties and completes USDA records of feeding patterns.
16. Understands and executes oral and written instructions, policies, and procedures.
17. Maintains accurate data collection/record keeping/planning as assigned.
18. Maintains effective working relationships with other members of the staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
19. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.
20. Provides support for students in other grade levels when preschool-aged students are not in attendance or program operations do not require direct early childhood supervision.
21. Performs other related duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

1. Working knowledge of early child development theory; human growth and behavior; Oregon rules for certified childcare centers; Oregon Department of Education for Early Childhood foundations and program standards; state and national standards for best practices in ECE; community and family systems and resources; food services and nutrition; NAEYC Code of Ethical Conduct.
2. Skills and abilities to demonstrate professional relationships with program participants and colleagues; adhere to requirements and policies for drug free and tobacco free workplace; complete assigned work on time. Develop and implement children's curriculum; assist conduct anecdotal observations, child screenings and individualized child planning/goals.

Required Qualifications:

1. Associate's degree, preferably including coursework in working with children in an educational setting.
2. In lieu of #1, must possess both of the following:
 - a. High school diploma or GED, and
 - b. Passing score on a qualifying state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing, and mathematics. (In order to qualify, this assessment must meet the requirements of the federal *Elementary and Secondary Education Act*. Information about qualifying assessments is available in the Human Resource office.)
3. Must possess an understanding of early child development principles and practices.

4. Must possess and maintain the following certification/documentation for hiring and continued employment:
 - Oregon Food Handler's Certification
 - Pediatric First Aid, CPR and AED
 - Oregon Child Care Division Central Background Registry
 - ORO- Oregon Registry On-Line Oregon Childhood Care and Education with a minimum of a Step-7
 - Must obtain and submit approved documentation for a minimum of 20 hours of annual continuing education to meet Child Care Division rules, state quality ratings and associate accreditations.
5. Must be able to communicate effectively with other employees and students using tact, courtesy and good judgment.
6. Must be able to collect data and perform basic mathematical functions.
7. Must be able to communicate in written and spoken English with accuracy and attention to detail. Ability to understand and execute oral and written instructions.
8. Must be able to operate standard office equipment such as computer, word processor, calculator and photocopier.

Working Conditions:

Work is primarily performed within the preschool or childcare classroom and other areas of the school building and grounds where students may congregate. Although the primary work is indoors, the position frequently works outdoors on the playgrounds supervising children, in variable weather conditions including inclement weather.

The incumbent must be able to stand and/or walk for long periods of time. The incumbent must be able to observe multiple students across large and small physical spaces and attend to individual student's needs while ensuring that other students are not unattended. The incumbent will need to walk quickly at times, and assume various physical postures associated with instruction and caring for students, including:

- a. Sitting
- b. Pushing and pulling
- c. Lifting up to 50 lbs.
- d. Bending, stooping, twisting, kneeling, reaching
- e. Speaking and hearing often in a noisy environment

Potential exposures include, but are not limited to: blood-borne pathogens; aggressive behavior from students; cold and hot temperatures; and inclement and severe weather. The position involves high level of interaction with children from multiple and diverse backgrounds, many of whom have particular or unique physical and affective needs. Occasional attendance at meetings or activities outside of the normal worksite may be required.

Employee Calendar(s): 10 months

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Compensation: SUPP 12

Date Approved: February 14, 2019

Date Revised: October 12, 2026

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

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Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing				X	
Walking: level surface				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			

Physical Requirements	NA	R	O	F	C
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Max wt: 30 lbs.		X			
*Lifting/Carrying Max wt: 30 lbs.		X			

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

1. Maintain regular and punctual attendance.
2. Follow site and/or District protocol for reporting absences.
3. Follow all District policies, work procedures.
4. Follow all reasonable requests/instructions by proper authority.
5. Maintain the integrity of confidential information relating to students, staff, and District operations.
6. Work independently in the performance of routine duties.
7. Make sound decisions.
8. Participate in required meetings and trainings related to the position.
9. Maintain required licenses/certifications and successfully complete required trainings for the position.
10. Utilize the District's electronic systems and applications related to the position.

11. Dress in a professional and appropriate manner for the assignment and work setting.
12. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
13. Cultivate and model a respectful working and learning environment.
14. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
15. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: