



## *Preparing Students to Be Successful for Life*

|            |                                       |             |            |
|------------|---------------------------------------|-------------|------------|
| Assignment | Early Childhood Assistant (TA Type 2) | Terms       | 10 Month   |
| Department | Educational Services                  | Hours       | 7 Hours    |
| Group      | Educational Support Personnel (ESP)   | FLSA Status | Non-Exempt |
| Reports To | Building Administration               | License     | ELS-PARA   |

**Position Objective:** To enhance student learning by providing individual instruction to students under the guidance of the classroom teacher, to assist in supporting and directing age-appropriate activities of children, to support other staff with assigned activities, and assist in maintaining a clean and safe classroom environment for the students.

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### **Qualifications:**

1. Must have previous experience working with children
2. Must be able to work effectively and demonstrate exemplary interpersonal skills in dealing with staff, students, and parents
3. Ability to work effectively with students and adapt to various subject matters
4. Ability to work cooperatively with other staff members and to follow directions from supervising teachers
5. Must be able to project a positive image of the district to the students, parents, and staff as well as develop positive employee attitudes
6. Ability to carry out any special skills that may be required by the students, i.e., toileting assistance, behavior management and lifting
7. Must have the ability to travel to/from various locations in the district as needed

### **Performance Responsibilities:**

1. Using age & developmentally appropriate instructional procedures and reinforcement techniques.
2. Using appropriate strategies & techniques developed by teachers and professional staff to support individual students' needs.
3. Following the teacher's lesson plans.
4. Assisting teachers in planning, modification and implementation of curriculum, instruction, and assessment.
5. Following behavior management guidelines in accordance with school policy and legal requirements.
6. Maintaining and monitoring compliance with classroom rules, procedures and behavior standards.
7. Demonstrating and understanding of and respect for cultural diversity.
8. Creating instructional aids for students.
9. Implementing behavioral supports.
10. Small group instructional assistance
11. Motivating and assisting students in acquiring interpersonal skills, increased self-esteem, and independence.
12. Serving as an appropriate role model.
13. Providing emotional support
14. Multitasking according to needs and levels of students
15. Assisting students in various settings
16. Implementing educational, behavioral, or emotional support plans
17. Assisting with medical issues, diapering/toileting, and positioning & mobility of students

18. Bus Duty (getting students on and off the bus at school, placing students in harnesses, car seats, wheelchairs, etc. as needed)
19. Assess IEP success with teachers
20. Implement appropriate assessments

These lists of essential functions are not exhaustive and may be supplemented as necessary by the teacher, principal, or program coordinator.

#### **Core Competencies:**

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

#### **Physical Activity Requirements:**

- Routine physical activity associated with a typical school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computers, and extensive reading.