

**TITLE:** Early Childhood Education & Assistance Program (ECEAP)  
Assistant Teacher

**DEPARTMENT:** Special Services

**REPORTS TO:** Building Principal and Director of Special Services

**POSITION SUMMARY:** Under the regular direction of the building principal, the Assistant Teacher collaborates with the Lead Teacher in planning and implementation of daily classroom programs for preschool children. The Assistant Teacher will work in accordance with program standards and work with site team to enhance the parent's role as the principal influence on the child's education and development.

**ESSENTIAL FUNCTIONS:**

- **Team Player:** Contributes to the development of communication, mutual respect, mutual support, competence, and creativity among all members of the ECEAP staff.
- **Recruitment:** In collaboration with other site staff, supports and participates in ongoing recruitment efforts to ensure full enrollment. Participates with Lead Teacher in recruitment and training of family/community volunteers, as directed.
- **Curriculum Planning:** With the Lead Teacher participates in planning the educational program and assists with the implementation of the daily classroom program, including music, meals, group projects, free choice time and supervision of students. Works with Lead Teacher to prepare and organize the classroom and classroom materials in accordance with the planned classroom program.
- **Guidance:** Interacts positively with all children to support their individual learning and meets their emotional needs.
- **Family Support:** Collaborates with site team, families, and family support to plan and conduct family events. Encourages and supports families in working toward goals they have set for themselves. When working with diverse populations accesses interpreters and language line as needed through ESD ECEAP Interpreter Fund.
- **Educational Planning Meetings:** Supports Lead Teacher to plan and carry out educational planning meetings with families. Participates in interdisciplinary planning for children and families to include staffings, multidisciplinary teams, individual education plans and other cross-component coordination efforts.
- **Recordkeeping:** Completes daily attendance/meal count and/or snack production record, and submit to ESD. Assists with record keeping on individual children and families as directed by the teacher. Completes written observations of individual children throughout the year. Participates with Lead Teacher to develop a learning plan for each child within 90 days of school entry.
- **Screenings:** Administers standardized screening tools as directed.
- **Health Supervision:**
  - Prepares and serves snacks and meals; participates in and facilitates mealtime service and joins children at the table for support and conversation.
  - Oversees health habits in the classroom, i.e. handwashing, brushing teeth, etc.
  - Administers first aid as needed. Checks indoor and outdoor environment for safety hazards. Works in collaboration with Mental Health Professional and Nurse Consultant as needed.
- **Professional Development:** Participates in PSESD inservice staff trainings, staff meetings, and other education opportunities to gain knowledge and throughout the year.
- May assume the responsibilities of the Lead teacher in his/her absence.
- Works in collaboration with Lead Teacher, families and site team to ensure smooth transitions for children and families to before and after-school care and between ECEAP and Kindergarten.
- Keeps informed of ongoing program changes and updates.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participates in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Knowledge, Skills and Abilities:**

- Knowledge of developmentally appropriate practices for preschool children.
- Ability to communicate effectively and relate positively to students, parents, staff and volunteers in diverse environment.
- Ability to adjust to varied situations, demands and new instructional concepts.
- Ability to perform basic clerical tasks such as record keeping, filing, typing, copying, etc.
- Ability to attend occasional evening meetings and to occasionally visit parents in their homes.
- Ability to supervise students on regularly scheduled field trips.
- Ability to participate as a positive, productive team member of the site's multi-disciplinary team.

**EDUCATION:** Must possess the equivalent of 12 college quarter credits in early childhood education, or a current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.

- Up to 1/3 of required college credits may be replaced with workshop hours related to the job description, at the rate of ten classroom hours to one college credit. This does not apply to requirements for a college degree.
- Acceptable workshop hours are Washington State Training and Registry System (STARS) approved training, Office of the Superintendent (OSPI) approved clock hours, in service training, conferences, or training provided by agencies specializing in professional development.
- Credit counted for staff qualifications must be directly related to the job description. The associate degree can be from any 'two year' community or technical college of 90 credits or more, including AA,AAS, AAS-T, and AD degrees.

Staff who do not meet Standard Qualifications may be hired if there is a Professional Development Plan submitted that describes how the individual will obtain full qualifications within five (5) years of appointment.

**EXPERIENCE:** Job related experience is desired.

**CERTIFICATION AND LICENSES:** First Aid/CPR/AED card within 90 days of hire. Food and Beverage Handler’s Permit within 90 days of hire. Valid Washington State Driver’s License and appropriate insurance as required.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is written proof of one of the following: a negative Mantoux TB test in the 12 months prior to hiring; or medication therapy to treat TB; or a recent negative chest X-ray and a statement from a health care provider that the individual does not pose a risk to others.

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Date