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**NICHOLAS COUNTY**  
**S C H O O L S**

400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
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**Job Description**

**Position:** ECCAT/Aide

**Classification:** Service; Multi-classified

**Reports to:** Building Principal, Assistant Principal

**Evaluation:** Evaluated annually by the building principal/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

**FLSA Status:** Non-Exempt

**Qualifications:**

1. High School Diploma, General Equivalent Development Certificate (GED) per West Virginia Code §18A-2-5
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position per West Virginia Code §18A-4-8e
3. Criminal background check per WV Code §18-5-15c
4. The ability to perform the job duties and responsibilities of the position as contained in the Job Description
5. Is certified by one of the options below:

**Option 3: Early Childhood Classroom Assistant Teacher** – Paraprofessional Certificate: Personnel who have completed the permanent requirements, as well as additional requirements comparable to the current paraprofessional certificate. Under WV Code §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).

**Option 2: Early Childhood Classroom Assistant Teacher – Permanent**

**Authorization:** Personnel who have completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate.

Equivalency for the West Virginia Department of Education will be determined as the child development associate of the West Virginia Apprenticeship for Child Development Specialists. Under WV Code §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).

**Option 1: Early Childhood Classroom Assistant Teacher – Temporary**

**Authorization:** Personnel who do not possess minimum requirements for the permanent authorization requirements but are enrolled in and pursuing requirements. Under WV Code §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).

**Job Summary:**

Personnel selected and trained for teacher-aide classifications working in a Kindergarten program (which includes prekindergarten) and meet the Early Childhood Classroom Assistant Teacher minimum requirements for either Permanent Authorization, Temporary Authorization or Paraprofessional.

“Early Childhood Classroom Assistant Teacher I” means a person who does not possess minimum requirements for the permanent authorization requirements but is enrolled in and pursuing requirement **and** is employed in a pre-k or kindergarten classroom.

“Early Childhood Classroom Assistant Teacher II” means a person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers as determined by the State Board **and** is employed in a pre-k or kindergarten classroom.

“Early Childhood Classroom Assistant Teacher III” means a person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate **and** is employed in a pre-k or kindergarten classroom.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

## **Performance Responsibilities**

- Maintains positive work habits
- Maintains positive job attitude and has other personal qualities essential to job success
- Maintains regular attendance and complies with State Law and County policies and regulations
- Performs duties as outlined by the classroom teacher
- Keeps records as needed to accomplish evaluation for programs and ensures that all information of students is always current and available for review
- Keeps a skill mastery list on each student up to date in cooperation with the classroom teacher where required
- Prepares routine notices concerning activities, parent conferences, etc.
- Maintains a neat and orderly environment that is safe for students and conducive to always learning
- Operates audiovisual and technology equipment in the course of instructional duties
- Secures materials for instructional programs through proper channels
- Prepares material for instruction as outlined by the classroom teacher
- Assists with supervision and instruction of children; copying, cutting, coloring, etc., to construct materials and bulletin boards
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher
- Assists in implementing lessons based on district and school objectives and needs and abilities of students
- Attends and participates in in-service and workshops as directed
- Maintains and/or upgrades job-related skills
- Maintains confidentiality, unquestionable integrity
- Assists the teacher in supervision of children in the classroom and to various locations in the school including, but not limited to, instructional areas, cafeteria, bus transportation, emergency drills, and the playground
- Carry out exercises prescribed by the physical, occupational, and/or speech therapist
- Assist students with personal hygiene needs and sanitation such as toileting, diaper changes, etc.
- Supervise students as assigned on the bus
- Assigned bus time and duties may change throughout the year based on student needs
- Promotes and maintains positive pupil-staff-community relations
- Performs duties efficiently and productively
- Performs other duties as assigned by the immediate supervisor(s) or superintendent of schools

### **Evaluation:**

Performance in this position will be evaluated annually by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Nicholas County Board of Education Policy GCNB.

**Physical Demands:**

The physical demands described 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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least fifty (50) pounds of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud (60 – 90 dB). The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the superintendent or his/her designee

*Revised 04.18.23*