

JOB DESCRIPTION

TITLE: ECEAP PRESCHOOL ASSISTANT TEACHER

ECEAP Minimum Qualifications:

- Must hold a valid State of Washington Food and Beverage Service Worker's Card.
- Required to have a valid First Aid card including Infant/Adult CPR card.
- Required to provide a negative Tuberculosis (TB) test or exemption letter.
- Required to pass a Portable Background Check

- All persons serving in the role of ECEAP assistant teacher must meet **ONE** of the following qualifications:
 - Employment as an ECEAP assistant teacher in the same agency before July 1, 1999;
 - The equivalent of 12 college quarter credits in early childhood education;
 - Initial or higher Washington State Early Childhood Education Certificate; or
 - Willingness to be on professional development plan to meet these requirements

And the following qualifications:

- Valid Washington State driver's license or evidence of mobility
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
- Completion of all district-required trainings within thirty (30) calendar days from hire date
- Lift up to 50 lbs
- Able to work as part of a team with parents and other ECEAP staff
- Evidence of excellent attendance, punctuality, and dependability; evidence of ability to be self-disciplined and a self-starter

QUALIFICATIONS: Completed at least two years of study at an institution of higher education or obtain an associate degree or higher or pass the Para Professional test

REPORTS TO: ECEAP Lead Teacher, Appropriate Supervisor

JOB GOAL: To assist the teacher with implementation of remedial assistance programs, Title 1 and special education programs.

PERFORMANCE RESPONSIBILITIES:

1. The Paraprofessional will assist with the development of the needs assessment and program planning.
2. Works with small groups of students in mathematics, reading, or language arts; sometimes under the supervision of the classroom teacher and other times independent of the teacher.
3. Co-ordination of time schedule and ability to adjust to changing situations daily.
4. Assist regular classroom teacher in establishing individual remedial programs.
5. Attend appropriate workshops and attend meetings with parents when necessary.
6. Perform other duties as required by the superintendent supervisor and/or teacher.
7. Assist with preparation of lessons.
8. Assist with correction of lessons and recording grades.
9. Be able to use and implement lesson plans in the classroom.
10. Assist teacher in evaluating student progress.
11. Be able to correctly administer and score tests.
12. Help maintain orderly appearance of classroom.
13. Operate appropriate office machines and other technology equipment.
14. Perform playground and other supervision as assigned.
15. Playground responsibilities:

- Supervise students in designated areas
- Enforce rules
- Be responsible for playground equipment
- Notify another supervisor if need to leave area
- Assist students in the development of social behavior and physical skills
- Set a good example
- Promote safety of all students
- Respect each child's individuality
- Acknowledge positive actions
- Perform other duties as assigned by supervisor

*Para-pro - A position with specialized teaching assistant responsibilities. This includes bilingual skills, occupational skills, signing skills, and major responsibility for medically fragile students.

Salary is based on the Dayton School District Classified Employee Group Salary Schedule for a para-professional and ranges from \$17.94 to 24.54 depending on experience and education.

The Dayton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX and Civil Rights Compliance Officer – Jana Eaton (janae@daytonsd.org); Section 504/ADA Coordinator Hannelee Farrell (hanneleef@daytonsd.org). HIB (Harassment, Intimidation, and Bullying) contact - Rich Stewart (richs@daytonsd.org). Questions or complaints can be directed to the District office located at 609 S 2nd St. Dayton, WA 99328 or by phone at 509-382-2543.