CABELL COUNTY PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: **Early Childhood Classroom Assistant Teacher**

REPORTS TO: **Is directly responsible to building administrator and serves under the direct supervision of the classroom teacher or principal's designee.**

JOB GOAL: **The assistant teacher will assist and support the classroom teacher in providing a program to nurture each child and to meet its individual needs. The assistant teacher will achieve these objectives by guiding small group and individual instruction under the guidance of the classroom teacher.**

QUALIFICATIONS:

1. Must have a high school diploma or equivalent (GED, TASK).
2. Must have passed the West Virginia Department of Education Competency Test for aides.
3. Experience with young children in a school setting preferred.
4. Must convey to children a nurturing, positive attitude.
5. Experience with young children in a school setting preferred.
6. Meet the health qualification required by the county.
7. Be in good physical condition in order to ensure the safety of young students.
8. Have a general understanding of the purposes and organization of public education and the curriculum.
9. Have effective oral and written communication skills.
10. Demonstrate emotional stability and the ability to work well with others.
11. Be able to provide for the health, safety and welfare of all students.
12. Be able to assist students with specialized equipment, including, but not limited to, wheelchairs, augmentative communication boards, prone standers, computers, etc.
13. Be able to analyze a task/job as a whole, break it down into simple steps, and communicate these steps to the student.
14. Be able to maintain the same high level of ethical behavior and confidentiality of information about students as expected of fully licensed teachers.
15. Be flexible in the scheduling of lunch and breaks as determined by student needs.
16. Be willing to learn to use equipment/materials associated with the First-Grade program setting.
17. Be capable of lifting, restraining, and transferring students.
18. Must be willing and capable of attending to the personal hygiene, toileting, bathing, and feeding needs of students. Catheter and/or feeding tubes may be in use and administering medication may be included.
19. Must possess an Early Childhood Classroom Assistant Teacher Certificate or be willing to complete the certification within the timeline set by the State Department of Education. Must be able to satisfy the State Department of Education in order to be given a Temporary Authorization each year until a Permanent Certification is awarded for an Early Childhood Classroom Assistant Teacher.
20. Demonstrate excellent attitude.

DUTIES:

1. Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher/therapist.
2. Assist the teacher in devising special strategies for reinforcing material or skills based on the understanding of individual students, their needs, interests and abilities.

3. Assist with the supervision of students during emergency drills, assemblies, play periods, bus duty, lunchtime, field trips, or any other time students need close supervision.
4. Assist teacher in carrying out all daily school activities, including formal observation and assessment of student skill level.
5. Assist teacher in implementing behavior management plans if necessary.
6. Assist teacher with toilet training programs, toileting, personal hygiene, and feeding programs.
7. Assist in the preparation and maintenance of the classroom and its materials and equipment.
8. Function as an extension of the teacher in the classroom or any setting as requested by the teacher.
9. Serve as the chief source of information and assistance to any substitute teacher assigned in the absence of the regular teacher.
10. Accompany the classroom teacher on home visits as requested.
11. Participate in staff meetings as assigned by the building administrator or Central Office Personnel.
12. Participate and complete special in-service for specific class assignments, i.e. CPR, First-Aid training, Crisis Intervention and any other in-service which may be unique to certain identified students and/or relevant to the position.
13. Dress in a manner that is not a distraction to the students and is appropriate for the type of activities taking place in the classroom. Conduct oneself in all phases of assignment in a manner befitting the position.
14. Willing to be utilized in other programs within the building based upon the needs and/or caseloads at the discretion of the building administrator and/or Central Office personnel.
15. Participate and complete training in specialized health care procedures. Perform specialized health care procedures as designated by the principal or their designee after training is provided.
16. Exhibit promptness relative to schedules and work assignments.
17. Assist with orientation of new students.
18. Participate in other training to update skill sets.
19. Perform other related duties as assigned by the immediate supervisors.

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