

Job Description

Created/Update: March 2019

Job Title:	Early Childhood Teaching Assistant (CDHS)	Job Code:	050322
Job Family:	BASE, Preschool & After School Programs	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	9 months	Typical Work Year:	G 15

SUMMARY: Work collaboratively with a team to support students in an engaging environment. Work under the supervision of the Early Childhood Special Education teacher to develop and implement weekly lesson plans. Prepare materials for a preschool classroom of special needs, at risk and typically developing students. Provide individual personal care for students as needed. Conduct periodic assessment and clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Implement and assist with instruction and specialized interventions for preschool students in individual small and large group settings following lesson plans	D	60%
2. Prepare materials for classroom instruction.	D	7%
3. Maintain classroom cleanliness and organization including disinfecting and sterilizing common areas and equipment	D	7%
4. Assists with all areas of physical needs for all students, including performing daily routines, toileting, specialized dietary requirements, and medical needs as delegated by the Preschool Registered Nurse.	D	10%
5. Communicate with team members regularly to discuss programming and progress for all students.	W	8%
6. Participate in all Early Childhood Education staff development training, including but not limited to, district training, Professional Development Information System (PDIS) and Teaching Strategies GOLD Training, as well as CPR and Standard Precautions.	M	2%
7. Perform clerical duties related to state licensing, Special Education, and other related paperwork tasks.	M	2%
8. Perform other job related duties as assigned.	Ongoing	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Experience with children with special education needs, including Autism, preferred.
- Experience in an early childhood setting preferred.
- High school diploma or equivalent.
- Colorado Department of Human Services Early Childhood Teaching Assistant qualification required
- Early Childhood Teaching Assistant requirements (CDHS) – Must meet one of the following qualifications:
 - Successful completion of one of the early childhood education courses and twelve (12) months (1820 hours) verified experience in the care and supervision of four (4) or more children less than six (6) years of age, who are not related to the individual. OR
 - Successful completion of two (2) early childhood education classes OR
 - Possess a current early childhood professional Credential Level I Version 1.0 or 2.0 as determined by the Colorado Department of Education.
- Post secondary coursework in early childhood education preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications within 3 months of entering position.
- Standard Precautions training required within 1 month of entering position.
- Medication training acquired within 3 months after entering position.
- Successful completion of a pre-hire post-offer physical examination.

- Colorado Department of Human Services Early Childhood Teaching Assistant qualification required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to work with special needs children.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to accept coaching and direction from colleagues and coaches
- Ability to be flexible with daily routine and activities
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of communication devices, sign language, Picture Exchange Communication System (PECS) and assistive technology preferred.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Preschool Site Director	1050

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well being of students in the classroom and on recess.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X