

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Early Childhood Classroom Assistant Teacher

REPORTS TO: Site Principal

DEPARTMENT: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: 200 days pursuant

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level and WVDE Certification
Early Childhood Classroom Assistant Teacher –
Temporary Authorization (Pay Grade E)
Permanent Authorization (Pay Grade E)
Paraprofessional (Pay Grade F)

EVALUATION: Performance in this position will be evaluated annually by the building principal/immediate supervisor in accordance with McDowell County BOEs Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: The Early Childhood Classroom Assistant Teacher assists the teacher(s) in Kindergarten and Pre-Kindergarten programs in a variety of ways to implement the Instructional program including working directly with children in small groups or on a one-to-one basis; to provide general assistance to students assigned to the classroom; to help motivate students to provide a good educational foundation, in accordance with each pupils ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists teacher as needed with planning, preparation, and distribution of classroom materials;
- Conducts learning games with students according to established procedures;
- Maintains regular attendance and complies with State Law and County policies and regulations;
- Maintains a neat and orderly environment that is safe for students and conducive to learning;

- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children;
- 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 in-services and workshops as directed;
- 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, the cafeteria, and the bus;
- Participates in bus duty, hall monitoring, lunchroom duty, playground duty;
- Maintains positive work habits;
- Performs duties efficiently and productively;
- Maintains and/or upgrades skills;
- Promotes and maintains positive pupil-staff-community relations;
- Performs duties as assigned by the immediate supervisor(s).

QUALIFICATION REQUIREMENTS:

- High school graduate or equivalent or one who is enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5;
- Pass State competency test, if appropriate as per WV §18A-4-8e;
- Hold or qualify for Aide Certification according to WV §18A-4-8b;
- Hold or qualify for Temporary Authorization, Permanent Authorization, or Paraprofessional Certificate for Early Childhood Classroom Assistant Teacher pursuant to WV Code §18A-5-18b; and
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodations.

WV Code §18A-4-8

Early Childhood Classroom Assistant Teacher – Temporary Authorization: a person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements;

Early Childhood Classroom Assistant Teacher – Permanent Authorization: a person who has 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 WVDE will be determined as the child development associate or the WV Apprenticeship for Child Development Specialists;

Early Childhood Classroom Assistant Teacher – Paraprofessional Certificate: a person who has completed permanent authorization requirements, as well as additional requirements comparable to a current paraprofessional certificate.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent or one who is enrolled in a GED program (employment contingent upon continued enrollment or successful completion of GED program) as per WV Code §18A-2-5

COMMUNICATION SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos;
- Ability to write simple correspondence ; and
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and
- Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to perform duties in full compliance with state and county requirements and MCBOE policies and
- Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here 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 regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of 50 lbs., such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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 usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

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.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Inga Barker, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.