Job Title:  ECEAP Assistant Teacher I

Job Summary:
Under the direction and supervision of the ECEAP Director or designee, this position will develop and implement a daily classroom program in accordance with ECEAP standards and service delivery plan. This position will plan instruction, teach, motivate, inspire, and assess students in the ECEAP program. This position will promote a high quality education program.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist the Lead Teacher in maintaining the safety and well-being of all the students enrolled in the program.
- Follow ECEAP performance standards and have knowledge of early childhood curriculum.
- Assist the teacher in the implementation of the daily classroom program.
- Assist the teacher in the preparation and organization of all classroom materials.
- Assist with data entry tasks as directed by the teacher, including completion of observations.
- Develop knowledge and skills in early childhood education through participation in in-service training.
- Perform additional tasks needed in accordance with the ECEAP program performance standards.
- Meet with the teachers to communicate information and discuss goals with direct service team.
- Follow directions from Lead Teacher and assume lead position if Lead Teacher is absent.
- Attend staff meetings, conferences, and all required training programs.
- Flexible daily work schedule.
- Be responsible for constructive classroom management and environment.
- Meet ECEAP student performance goals.
- Create positive educational climate for students to learn.
- Provide social and academic guidance for students under his/her direction.
- Promote ECEAPs educational goals through parent conferences and related activities.
- Counsel, confer, and communicate with parents and school district personnel regarding student progress.
- Observe and evaluate students’ performance.
- Maintain appropriate student records.
- Ability to follow discipline procedures in accordance with ECEAP performance standards.
- Manage student behavior in the classroom by invoking approved disciplinary procedures.
- Maintain and promote own personal professional growth through appropriate coursework, workshops, reading of professional materials, etc.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Perform special assignments and other duties as assigned or required by the supervisor.

**Desired Skills:**
- Preference for a strong background in early childhood education and elementary curriculum.
- Demonstrates the ability to work with parents and follow the ECEAP philosophy.
- Demonstrates the ability to follow specified lesson plans and communicate with the ECEAP direct service team.
- Demonstrates classroom management procedures that provide for large and small groups, and individuals, and provides an environment conducive to learning.
- Demonstrates enthusiasm and displays an overall optimism and motivation toward teaching and student learning.
- Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
- Sets and attains high level of expectations with a commitment to using available resources.
- Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
- Ability to demonstrate a thorough understanding of the instructional/learning process and effective teaching strategies.
- Willingness and commitment to participate in professional collaboration and student supervision.
- Demonstrated positive interactions and ability to work with young children ages 3-5 years old in a positive manner.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

**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 TB test or exemption letter.
- 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
• A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
• Valid Washington State driver’s license or evidence of mobility.
• Complete a minimum of 15 hours of professional development per year, such as workshops, classes, or job-embedded professional learning.
• Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
• Proof of Immunization (if born 1/1/57 or later).
• I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
• Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The ECEAP Assistant Teacher I shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and ECEAP Director. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.

Classification History:
Job description developed: May 2015 mmr
Job description revised: February 2019 Ime

East Valley 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 Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. ADA/Civil Rights Coordinator: Jane Rausch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 241-5025, rauschj@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.