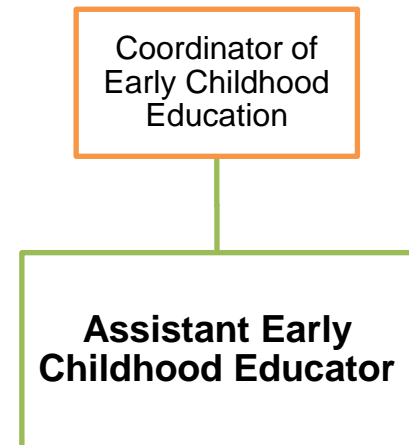


## ASSISTANT EARLY CHILDHOOD EDUCATOR

<b>Job Title:</b>	Assistant Early Childhood Educator
<b>Initial:</b>	November 1, 2006
<b>Revised:</b>	March 3, 2023
<b>Work Year:</b>	School Year
<b>Office:</b>	Education
<b>Department:</b>	Early Childhood Education
<b>Reports To:</b>	Coordinator of Early Childhood Education
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 10

### Related Organization Chart



**POSITION SUMMARY:** The Assistant Early Childhood Educator is responsible for facilitating age-appropriate developmental skills to include pre-readiness, self-help, social/emotional, cognitive, sensory, and gross and fine motor to children, ages 3-5, in a preschool environment.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Teaches pre-readiness, phonological, self-help, gross/fine motor and social skills in small and large groups as directed.
- Assists classroom teacher in planning/preparing lesson plans and classroom activities.
- Assists students with pre-academic activities (e.g., cutting, gluing, writing, reading, and during play).
- Consistently facilitates and engages with students throughout the day (centers, snack, playground, etc.).
- Provides assistance to children with special education needs who may require additional support.
- Sets up the classroom (e.g., prepares paints, arrange furniture, set out chairs and manipulative items, student information, and prepare center materials).
- Assists students with self-help skills (e.g., toileting, hand washing, coats, opening snacks) and diapering if needed.
- Cleans up classroom (e.g., sanitizing toys, supplies and tables, stack chairs, clean centers, bring in playground equipment).
- Engages with children on the playground (e.g., facilitate positive play/interactions).
- Prepares documentation for pre-academic lessons (e.g., copying, laminating, coloring, etc.)

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Ensures program documentation is issued to parents as directed by the teacher.
  - Communicates regularly with staff members and parents under the direction of the early childhood teacher.
  - Oversees snack preparation (e.g., sanitizes tables before and after, sets out snacks, oversees hand washing, assists students in cleaning up area).
  - Logs information (e.g., snack, attendance, sign in/out sheet, diapering, accident reports).
  - Assists the teacher with completing observations and documenting Teaching Strategies GOLD data.
  - Under specific instruction and close supervision by the school nurse, this position may be required to provide necessary medical treatments to children with disabilities. This may include, but is not limited to: administering physician prescribed medications including rectal and injectable medications, gastrointestinal feedings, oral suctioning, urinary catheterization, toileting/diapering, diabetes care and assist with potential medical emergencies.
  - Follows direction from the early childhood teacher in regard to managing student behavior.
  - Maintains District and DHS licensing requirements (e.g., physical, background checks, CPI, PD/course work).
  - Performs other related duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Completion of DHS minimum requirements as defined in the Code of Colorado Regulations.
- Large Center Director Qualification (preferred).

### **Experience:**

- Verified experience in the care and supervision of young children as required by DHS Code of Colorado Regulations; experience working with children with special education needs preferred.

### **Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Basic math skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Power Point, and Google Workspace.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Certificates, Licenses, & Registrations:**

- Criminal background check (CBI, FBI, Child Welfare check and out of state background check (if applicable) required for hire.
- Valid Colorado driver's license required for hire.
- CPR and First Aid certifications required within 6 months of hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and sit with students at their level (table and floor). The employee must frequently lift and/or carry up to 40 pounds. The employee must be able to move quickly.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate. The employee must be able to identify and react quickly to situations.