

Twin Rivers Unified School District

POSITION TITLE: EARLY CHILDHOOD DEVELOPMENT ASSISTANT TEACHER (ECDA)

Range: Early Childhood Development Salary Schedule

PRIMARY FUNCTION: The ECD Assistant teacher is responsible for assisting the ECD Teacher in providing a safe and developmentally appropriate preschool / school-age program in accordance with Community Care Licensing requirements and Program Funding Terms and Conditions.

ESSENTIAL JOB FUNCTION

- Assist ECD teacher with the planning and implementation of the preschool / school-age curriculum.
- Assist with the observation and collection of supporting evidence for the Preschool Learning Foundations and Desired Results assessment tool.
- Support children's emotional and social development, encouraging understanding of others, and positive self-concepts.
- Assists with the educational preschool and school-age activities in a classroom setting; including set-up and clean-up of activities.
- Assists with classroom management and work with individual students.
- Assists in preparing/serving food and refreshments to children.
- Maintain positive communication with parents and other staff members, while maintaining confidentiality.
- Support parents' role as their child's "best first teacher" by encouraging parent participation in family literacy at home.
- Maintain a safe and healthy environment.
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Theory and practice of the foundations of early childhood and school-age education.
- Characteristics of preschool and school-age children.

EXPERIENCE

Prior work experience in a preschool / school-age program.

EDUCATION

Teaching Permit authorized by CCTC for the level of instruction. Minimum of 6 ECE units.

Health/Licensing Requirements:

- Physical / TB test clearance
- Pre-employment fingerprint clearance

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

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Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

WORK YEAR:

In accordance to funded program contract requirements.