

Auburn School District**Job Title:** ECEAP Teacher Assistant- 6.0 Hours**Reports To:** Building Administrator**Unit Classification:** Public School Employees of Auburn (PSEA)

Duties and responsibilities:

- The teacher assistant will work under the direct supervision of the teacher.
- Assist in organizing and leading activities of pre-kindergarten children.
- Help to carry out small group activities and routines that support individual or group needs and to deliver services in compliance with established guidelines.
- Assist the teacher in daily educational procedures within the classroom including music, meals, group projects, free time, outside, etc..
- Help to maintain classroom and efficient and effective work environment.
- Monitor students to provide a safe and positive learning environment.
- Assist students with hand washing, tooth brushing, diapering, etc. to model appropriate personal hygiene.
- Perform functions of ECEAP teacher to ensure adequate coverage in their absence.
- Set up and serve meals or snacks to meet nutritional needs of students.
- Perform other related duties and responsibilities as assigned.

Requirements:

- High School Diploma or GED required.
- Food handlers permit required within 90 days.
- CDA (Child Development Associate) or early childhood credits preferred; Ability to work as a team member.
- Ability to maintain strong productive relationships with other employees, parents, and students.
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- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Previous ECEAP or equivalent experience preferred.
- Willingness to perform tasks as assigned.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Employment Requirements – After Hire:

- Completion of New Employee Orientation within 30 days.
- Completion of online workplace training within 30 days of hire.

Working Conditions:

- Physical Demands – While performing the duties of this job, the following physical demands are significant lifting, carrying, walking, standing, stooping, crouching, and/or kneeling, and significant fine motor dexterity.
- Work Environment – Most activities are performed indoors in a classroom setting. Position may require the employee to supervise students in an outdoor setting under a variety of weather conditions. The noise level in the work environment is moderate. The employee has responsibility for the safety and wellbeing of others and must be able to interact with other workers.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.