



**TITLE:** ASOC EC Early Childhood Associate

**POSITION INVENTORY:** A13

**DEPARTMENT:** Early Childhood

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Building Administrator

**FT: FULLTIME/7.5 H/190D**

**RECEIVES GUIDANCE FROM:** Teacher

**BASIC FUNCTION:** Assist teachers in the instruction, supervision and care of children in a comprehensive child development program. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the student.

**ESSENTIAL FUNCTIONS:**

1. Create an environment that is safe, nurturing and child-centered.
2. Contribute to curriculum planning and implementation
3. Eat meals or snacks with children, modeling appropriate etiquette and mealtime conversations.
4. Participate in pre-service and in-service training that is consistent with program outcomes and professional development goals
5. Work with parents with guidance from a supervisor.
6. Assist in recordkeeping.
7. Participate in first aide, CPR, mandatory child abuse and all other training required by the center or school district.
8. Participate in family orientation and parent meetings
9. Under teacher direction, implement specific strategies to maintain/increase behavior and de-escalate inappropriate behavior
10. Clarify and reinforce teacher directions
11. Feed, toilet and change diapers as needed.
12. Attend work on a prompt and regular basis.
13. Maintain confidentiality
14. Maintain satisfactory and harmonious working relationships with the public, students and other employees.
15. Perform other duties as assigned by the supervisor.

**HIRING SPECIFICATIONS:**

**Required:**

1. High School Diploma, HiSET or GED.
2. Child Development Associate (CDA) credential, AA, or a Para educator Certification I Generalist & Para educator Certification II Early Childhood.
3. Strong leadership skills and effective communication skills.
4. Patience and ability to function under stress.
5. Physical agility in handling and supervising active young children.
6. Strong human relations skills in conflict resolution.
7. Visual and auditory acuity for supervisory functions.
8. Well-developed oral and written communication skills.
9. Skills in leadership, organization and conflict resolution.
10. Awareness and sensitivity to culture, ethnicity, non-traditional family structures and children with special needs.
11. Competency working in a culturally diverse environment or the willingness to acquire these skills.

EC1 Associate  
AMB  
OCT, 2016  
ASOC

**Desired:**

1. Experience working with preschool children in an early childhood program
2. Basic computer skills

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (20 lbs)		X		
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks		X		
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside				X
	Outside			X	
	Extremes of Temperature/Humidity		X		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

  
 \_\_\_\_\_  
 \*Human Resources Generalist

Date: 10/7/2016

\*This job description is not approved without the signature of a Human Resources Representative