

## POSITION GUIDE

**Position Title:** Early Childhood Assistant

**Code:**

**Department:** Early Childhood & Special Education Services

**Group:** Head Start

**Reports to:** Head Start Supervisor

**Date:**

### PURPOSE OF POSITION:

The Lebanon County Early Childhood Assistant aids in the implementation of an effective instructional program for preschool children.

### ESSENTIAL FUNCTIONS:

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
  - ***professional and courteous verbal and nonverbal communication***
  - ***proactive problem solving***
1. Utilize knowledge of child development to implement lesson plans that lead students towards the achievement of PA Early Learning Standards and the Head Start Child Outcomes.
  2. Support the establishment of a safe learning environment that enables and maximizes the child's potential for growth.
  3. Participate in assessment and documentation to inform instruction.
  4. Turn professional development into practice through the core instructional program.
  5. Contribute student information and documentation for use in planning sessions including staff, special education meetings and transition activities.
  6. Support the safe arrival and departure of children through monitoring hallways, sidewalks and riding the bus.
  7. Support the Implementation of interventions and Tier II strategies as determined by the Disabilities Liaison, program staff and program partners.
  8. Work collaboratively with the Lebanon County Head Start Early Childhood Instructor to implement curriculum, meet student needs and maintain a safe learning environment.
  9. Assist with the implementation of respectful, reciprocal relationships with parents that help to create a seamless experience between home and school.
  10. Adheres to the established work schedule through regular and consistent attendance.
  11. Contributes to the effective team management of all problems, issues, and, opportunities.

***This is not a complete itemization of all facets of this position.***

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12. Other duties as assigned.

13. Staff must observe all LLIU requirements governing FERPA, HIPAA, and any LLIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

Education Required:	Child Development Associate Certificate or Associate's Degree
Experience Required:	None required
Other Qualifications:	Minimum computer skills: programs can include but not limited to Microsoft Office Excel, Outlook and Internet Explorer.

### **SUPERVISION OF PERSONNEL:**

N/A

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities:	Sit: 35%
	Walk/stand: 65%
	Driving to other locations: 0%

Lifting:	Up to 40 lbs.
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Vision:	Normal
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Mental Demands:	Interpret, analyze and problem solve
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Environment:	Preschool classroom
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