

Mahoning Valley Regional Council of Governments - ESCEO
Employee Position Description and Responsibilities

Position Title:	Preschool Assistant
Category:	Classified; FLSA Applies
Compensation:	Hourly, insurance coverage, and fringe benefits as per the current Mahoning Valley Regional Council of Government (MVRCOG) Board Policy.
Education/Degree:	High school diploma or equivalent.
Reports to:	Classroom Teacher
Supervises:	None
Job Goal:	In summary, this position assists classroom teachers and others in providing programs and services to children with disabilities.
Qualifications:	<p>The following qualifications and guidelines:</p> <ul style="list-style-type: none">• Excellent oral and written communication skills.• Educational Aide Certificate.• Complete and obtain a positive BCI and FBI fingerprint background check.• Experience in Proficiency with computer applications, including Google Applications, Microsoft Office, spreadsheet and database programs.• Exceptional organizational and communications skills.• Abilities to promote positive internal and external customer relations.• Alternatives to the above as approved by the Governing Board.

POSITION SPECIFIC PERFORMANCE RESPONSIBILITIES:

1. Assist in preparation of materials.
2. Assist in preparation of snacks/meals.
3. Assist in organizing, setting up and removal of equipment/materials.
4. Assist in clean up- trash removal, cleaning floor, tables, chairs, equipment, storage areas, dishes, etc.
5. Assist in creating and maintaining an educational learning environment.
6. Assist the Teacher in administration of assessment tools.
7. Assist the Teacher in the implementation of large group, small group, and individual activities.
8. Assist the Teacher in maintaining control of the classroom by using positive guidance techniques.
9. Exhibit an attitude of respect to parents in the classroom, and all other encounters (i.e.: monthly parent meetings, trainings, committees, etc.).
10. Assist parents when they volunteer in the classroom.
11. Exhibit professional attitude and speech at all times.
12. Attend all required meetings, training sessions and in services.
13. Maintain current personnel date, including but not limited to the following:
 - a. Physical exam, High School Diploma, or GED
 - b. Conviction Statement, Police Record, and
 - c. References
14. Any other duties assigned by the Superintendent.

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REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district , and other committees and teams
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors
11. Maintains confidentiality in all job related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state issued Driver's License and/or government issued ID.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communication.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes task, requirements and expectations in order to perform to a standard of excellence in service.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Mahoning Valley Regional Council of Governments (MVRCOG).

The MVRCOG is an Equal Opportunity Employer. The MVRCOG does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____