

## **EARLY EDUCATION CLASSROOM ENGAGEMENT SUPPORT**

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### **Purpose Statement**

The job of classroom engagement support is done for the purpose of developing students' academic and social emotional skills through academic courses of study and implementing approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; participating in family engagement opportunities to strengthen school to home relationships; providing feedback to students, families and administration regarding student progress, expectations, goals, etc. under the direction of the Teacher.

### **Essential Functions**

- Works cohesively with teaching team to instruct students in areas of language and literature; science; math; nutrition; self-care; social, emotional, motor and language skills for the purpose of optimizing development of each child.
- Collaborates with classroom teacher and support staff (e.g. family consultant, mental health, special education, etc.) for the purpose of ensuring communication, implementation of strategies, and specific interventions meet the education plan.
- Implements behavior supports within the classroom setting based upon reflective staffings, behavior interventions, safety plans, SIT meetings, etc. for the purpose of ensuring students continued participation in classroom activities.
- Facilitates student activities and active supervision (e.g. classroom, lunch, playground, loading school bus, etc.) for the purpose of providing for the safety and welfare of students, and to extend learning in environments outside of the classroom.
- Prepares teaching materials and related reports (e.g. lesson plans, anecdotal records, etc.) under the direction of the teacher for the purpose of implementing lesson plans and documenting student progress.
- Monitors student development daily for the purpose of assisting in evaluating students' progress and/or implementing students' objectives.
- Performs record keeping (e.g. instruction and/or behavior, attendance, illness, meal count, etc.) and clerical functions (e.g. laminating, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Manages and leads classroom through daily activities and routines in the absence of the teacher for the purpose of providing consistent learning and expectations.
- Supervises students and engages with families at arrival and pick up times for the purpose of ensuring safe transfer to and from the building (e.g. use appropriate release procedures).
- Participates in family engagement through planning, implementation, and facilitation of education goals for children by creating individualized educational resources and/or home visits for the purpose of strengthening school to home relationships and supporting student learning.
- Administers first aid and prescription medications to students for the purpose of providing emergency or necessary care in accordance with district, state, and federal requirements per location needs.
- Completes ongoing training to increase knowledge for the purpose of meeting district, state, and federal requirements (e.g. Child Development Associate (CDA) credential, etc.).
- Participates in Conscious Discipline in-services and trainings, and implements language, structures, and strategies for the purpose of providing a trauma-informed approach to classroom management.
- Exhibits knowledge and implementation, when applicable, of Special Education requirements, Head Start Program Performance Standards, and/or State of Kansas Licensing Regulations for the purpose of meeting district, state and federal requirements.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple technical tasks with a need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: understanding and using appropriate child development practices; using assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation, and developmentally appropriate practices.

ABILITY is required to schedule a significant number of activities; routinely gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is moderate to significant and with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with constant interruptions.

### **Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: frequent lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 25% walking, 25% standing, and 50% sitting on the floor or on child-sized tables/chairs. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

**Experience** Job Related Experience with increasing levels of responsibility is desired.

**Education** High School Diploma. Child Development Associate (CDA) credential.

### **Required Testing**

Pre-employment Physical Exam

### **Certificates & Licenses**

Child Development Associate (CDA) Certificate  
First Aid/CPR Certificate

### **Continuing Education / Training**

Lead Qualified Per Licensing Regulations  
Based on Site Location  
16 hours training/in-service annually

### **Clearances**

KBI/FBI Background Check  
KBI/FBI Fingerprint Background Check  
TB Screening  
National Sex Offender Registry Check  
Child Abuse and Neglect Registry Check

### **FLSA Status**

Non Exempt

### **Salary Grade**

EEC Engagement Support – Classified Range 12 – No CDA Certificate  
EEC Engagement Support/CDA – Classified Range 14 – CDA Certificate