RALEIGH COUNTY SCHOOLS
Job Description

POSITION: Early Childhood Classroom Assistant Teacher (ECCAT)

IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Non-exempt

EMPLOYMENT TERM: Minimum 200 days annually

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Raleigh County Salary Scale; ECCAT I (Pay Grade E); ECCAT II (Pay Grade E); ECCAT III (Pay Grade F); commensurate with experience, education level, and WV Department of Education Certification

EVALUATION: Performance in this position will be evaluated annually by the building principal/ immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and RCBOE's Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: The Early Childhood Classroom Assistant Teacher assists the teacher(s) in Kindergarten and Pre-Kindergarten programs in a variety of ways to implement the Instructional program including working directly with children in small groups or on a one-to-one basis; to provide general assistance to students assigned to the classroom; to help motivate students to provide a good educational foundation, in accordance with each pupil's ability.

PERFORMANCE RESPONSIBILITIES:

- Assists teacher as needed with planning, preparation, and distribution of classroom materials;
- Conducts learning games with students according to established procedures;
- Maintains regular attendance and complies with State Law and County policies and regulations;
- Maintains a neat and orderly environment that is safe for students and conducive to learning;
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children;
- Assists with supervision and instruction of children; copying, cutting, coloring, etc., to construct materials and bulletin boards.
- Provides individualized and small-group instruction to reinforce skills that have been taught by the teacher;
- Assists in implementing lessons based on district and school objectives and needs and abilities of students;
- Attends in-services and workshops as directed;
- Maintains confidentiality, unquestionable integrity;

- Assists the teacher in supervision of children in the classroom and to various locations in the school including, but not limited to, instructional areas, the cafeteria, and the bus;
- Participates in bus duty, hall monitoring, lunchroom duty, playground duty;
- Maintains positive work habits;
- Performs duties efficiently and productively;
- Maintains and/or upgrades skills;
- Promotes and maintains positive pupil-staff-community relations;
- Performs duties as assigned by the immediate supervisor(s).

QUALIFICATIONS:

- High School Diploma or GED pursuant to WV Code §18A-2-5;
- Criminal background check conducted pursuant to WV Code §18-5-15c;
- Hold or qualify for Aide Certification according to WV Code §18A-4-8b;
- Hold or qualify for Temporary Authorization, Permanent Authorization, or Paraprofessional Certificate for Early Childhood Classroom Assistant Teacher pursuant to WV Code §18-5-18(b);
- Demonstrated competency pursuant to WV Code §18A-4-8e;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

WV Code 18A-4-8:

Early Childhood Classroom Assistant Teacher I: a person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements;

Early Childhood Classroom Assistant Teacher II: means a person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant as determined by the State Board;

Early Childhood Classroom Assistant Teacher III: means a person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 50 pounds** of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud (60 -90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.