

East Valley School District #361

Classified Job Description #012



Job Title: ECEAP Assistant Teacher I

Department: Early Childhood Education and Assistance Program (ECEAP)

Reports To: Early Learning Coordinator

Unit Classification: Public School Employees of Washington (PSE)

Position Summary:

Under the direction and supervision of Early Learning Coordinator, or designee, this position will implement a daily classroom program in accordance with ECEAP standards. The top priority of the ECEAP Assistant Teacher is to ensure a positive learning environment to support the personal, social, and intellectual development of students.

Essential Functions, Duties and Responsibilities:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Assist lead teachers in classroom preparation, instruction, and supervision in accordance with ECEAP standards.
- Follow lead teacher directions and assume lead teacher role due to absences.
- Provide social and academic guidance to students.
- Manage student behavior using approved disciplinary methods.
- Observe and evaluate student performance.
- Prepare, serve, and clean up snacks and lunches.
- Supervise playgrounds, parking lots, student meal periods, crosswalk, and hallways.
- Accurately record information and perform other recordkeeping tasks as needed.
- Refer safety, health, and discipline concerns to the supervising teacher or administrator.
- Uphold school district policies, rules, regulations, and laws.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Use multiple communication systems (email, computers, radios, etc.).
- Inspect facilities for safety and maintenance, reporting concerns as needed.
- Maintain regular attendance and work hours.
- Professionally interact with colleagues, members of the public, and students.
- Be neat, clean, and dress appropriately.
- Perform special assignments and other duties as assigned or required.

Working Conditions:

Physical Demands: This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

- Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, lift, and sit on floor.
- Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
- Work in adverse weather conditions.
- Work quickly and accurately in a fast-paced environment.
- Be able to lift 50 lbs or 30% of body weight unassisted (whichever is less).

Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by students, student bodily fluids, and aggressive behavior. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Preferred Knowledge, Skills, and Abilities:

- Preference for experience working with students in an early childhood education setting.
- Communicate effectively with others.
- Knowledge of federal, state, and local laws; district and departmental policies and procedures; safe work practices; methods and use of materials; tools and equipment used in related trades.
- Knowledge of district-adopted software, including email communication.
- Ability to establish and support an environment that promotes cultural competence and equitable treatment of all staff, students, and community members.

Minimum Requirements:

- All ECEAP employees are required to:
 - Complete a [Portable Background Check \(PBC\)](#) prior to employment.
 - Submit proof of vaccination against MMR or have evidence of immunity to measles (documentation required at the time of hire).
 - Complete a mandatory reporting/child abuse training course (assigned by district at time of hire)
- Must meet *one* of the following requirements (documentation required at time of application):
 - Employment as an ECEAP assistant teacher in the same agency before July 1, 1999; **OR**
 - The equivalent of 12 college quarter credits in early childhood education; **OR**
 - Initial or higher Washington State Early Childhood Education Certificate; **OR**
 - A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
 - Be on an approved Professional Development plan (PDP) supported by the Spokane Colleges ECEAP program.
- Valid First Aid and CPR card (paid training available by the district).
- Valid Spokane Regional Health District (SRHD) Food Worker Card.
- Required to provide a negative Tuberculosis (TB) test or exemption letter.
- Minimum age of 18 years old.
- Successful WSP and FBI Fingerprint Clearance (fingerprints taken after hire and during initial onboarding).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of online workplace training within 30 days of hire.

Continuing Education and Training (to be maintained after hire through continued employment):

- Valid First Aid and CPR card (paid training provided by district).
- Valid Spokane Regional Health District (SRHD) Food Worker Card.
- Complete a minimum of 15 hours of professional development per year, such as workshops, classes, or job-embedded professional learning.
- Additional training as required/directed.

Evaluation:

This position shall be evaluated periodically by the building/department administrator or designee pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions, essential physical demands, skills, knowledge, and abilities.

East Valley School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination; Title IX Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; ADA/Civil Rights Compliance Coordinator: Jane Stencel, Phone: (509) 924-1830, stencelj@evsd.org; Section 504 Coordinator: Heather Prosser, Phone: (509) 924-1830, prosserh@evsd.org; Gender-Inclusive Schools Coordinator: Mandi Rehn, Phone: (509) 924-1830, rehnm@evsd.org, 3830 N. Sullivan Rd, Bldg. 1, Spokane Valley, WA 99216.

Description History:

Job description developed: June 2015 lds
 Job description revised: July 2017 lme