



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Early Childhood  
Education Assistant

**Department:**

Community Education

**Unit:****Immediate Supervisor:**

Director of Community Education

**Grade Placement:**

Grade 5

**FLSA Status:**

Non-exempt

**Job Summary:**

Under the direction of the Director of Community Education and guidance from Certified Staff, the Early Childhood Education Assistant is responsible for working with students ages 3-5 in the general education setting. The ECFE Assistant is responsible for reinforcing strategies that support curriculum by performing a variety of duties associated with the supervision of students as they are involved in various school activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the preparation of daily activities, including classrooms, table and floor activities, and snacks/milk.
2. Provides support and assists students in the classroom setting.
  - Reinforces classroom strategies and curriculum.
  - Manages student behavior.
  - Monitors and reports on the individual progress of students.
  - Communicates with and provides updates to certified staff.
  - Advises and assists children with projects.
  - Interacts with, plays with and talks with children on a continual basis.
3. Provides support and assists in various programming activities within the program including gym, playground and free-time supervision.
  - Monitors behaviors and activities to ensure the safety of children or youth.
  - Organizes games or activities.
  - Interacts with, plays with and talks with children on a continual basis.
4. Assists children to/from buses and to their classrooms. Assists students in finding lockers, putting coats, boots and shoes on and off.
5. Performs other related duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent

**License/Certification Requirements:**

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**Knowledge required to perform the essential functions of the job:**

- Knowledge of general learning concepts.
- Knowledge of the fundamentals of child development and behavior, especially emotional, social, physical and cognitive development.
- Knowledge of problem solving and conflict resolution techniques.
- Knowledge of behavioral management strategies, crisis intervention and methods.
- Knowledge of district policies, guidelines, rules or philosophy pertaining to discipline and appropriate student behavior and consequences.

**WORK SKILLS AND CHARACTERISTICS**

**Skills required to perform the essential functions of the job:**

- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Skilled in supervising student behavior and applying consistent responses for appropriate and inappropriate behaviors.
- Applying rules and following instructions and procedures.
- Developing a rapport with children.
- Maintaining confidentiality, following Data Privacy rules and regulations.
- Ability to be flexible and organized.
- Skilled in time management.

**PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**

Light Work: Exerting up to 10 pounds frequently to lift, carry, push, pull or otherwise move objects.