



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Early Childhood Classroom Assistant Teacher

Supervisor:
Principal

Qualifications:

- High School Diploma or GED
- Hold or qualify for Aide Certification according to WV Code
- Hold or qualify for Temporary Authorization, Permanent Authorization, or Paraprofessional Certificate for Early Childhood Classroom Assistant Teacher
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- 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 - Temporary Authorization: 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 - Permanent Authorization: means a person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate. Equivalency for the West Virginia Department of Education will be determined as the child development associate or the West Virginia Apprenticeship for Child Development Specialists;

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

PERFORMANCE STANDARDS

Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.
8. Initiative.

9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

DUTIES/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 an 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;
- Assists with supervision of student passengers on buses and maintains a safe traveling environment, if assigned to transportation duties;
- 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 as assigned;
- Promotes and maintains positive pupil-staff-community relations;
- Adheres to Employee Code of Conduct as outlined in Grant County School's Policy 4110; and
- Performs duties as assigned by the immediate supervisor(s).