

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

PAGE 1 OF 2

POSITION: PRE-K COUNTS CLASSROOM SUPPORT PERSONNEL

DIVISION: EARLY CHILDHOOD DEVELOPMENT **DEPARTMENT:** PA PRE-K COUNTS

PURPOSE: Works with pre-school children to develop their social and academic skills in order to prepare them for entrance in the school systems. Offers support and guidance of pre-school children and families providing smooth transitions into the school systems.

QUALIFICATIONS:

Education: Associate Degree in Early Childhood Education

Experience: Prefer experience working with pre-school children, willingness to help pre-school children grow. Knowledge of social service agencies in Fayette County helpful.

Skills, Abilities and Knowledge:

- a. Ability to follow requests and instructions.
- b. Ability to maintain confidentiality.
- c. Machine operation could include calculator, photocopier, telephone, computer, microwave, toaster, can opener, CD player, tape player.
- d. Knowledge of the PA Early Learning Standards.
- e. Ability to adapt to frequent change.
- f. Good organizational skills.

REPORTS TO: PA Pre-K Counts Classroom Supervisor

SUPERVISES: None

JOB REQUIREMENTS:

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Moderate physical effort in predominantly sitting and walking positions. Occasional lifting required.

Special Demands: Occasional travel.

Special Requirements: Current Act 33 and Act 34, FBI fingerprinting clearance documentation.
Valid PA drivers license.

RESPONSIBILITIES: Duties may include any or all of the following. This list is intended to be representative.

1. Assists Instructor with lesson plans and daily center activities by:
 - Greeting the children and parents
 - Assisting with all activities (learning, gross motor, socialization, etc.) involving children and parent volunteers (playing games, helping with artwork, circle time, telling stories, taking walks, going to the playground, etc.)
 - Rotating puzzles, games, manipulatives, and other classroom materials.
 - Promoting self-esteem through encouragement and by accepting individual differences.
 - Being a positive and understanding role model.
 - Complimenting and assisting with the daily routine as requested by Instructor.
 - Assuring all activities are aligned with the PA Early Learning Standards.
2. Uses the Early Childhood Environmental Rating Scales (ECERS) as a guide to maintain a safe and healthy classroom and program environment by:
 - Maintaining cleanliness of classroom.
 - Helping with health checks and brushing teeth daily.

- Checking for and reporting any signs of suspected abuse or neglect according to program procedure.
 - Assisting children with toileting needs.
 - Restocking bathrooms with soap, paper, etc.
 - Giving first aid/CPR when necessary.
 - Riding bus; receiving and delivering children and maintaining order.
 - Shopping for snacks.
 - Organizing food cabinet.
 - Helping prepare snacks.
 - Calling in meal counts.
 - Setting up eating areas for meals.
 - Washing and disinfecting furniture, shelves, toys, etc.
 - Cleaning classroom.
 - Modeling positive mealtime behaviors and good eating habits.
 - Assist with transition activities.
3. Assists with parent involvement.
- Assisting with home visits when necessary.
 - Greeting parents as they enter the classroom.
 - Encouraging parents to volunteer and delegate responsibilities to them.
 - Calling parents to schedule volunteers.
 - Assisting with recruiting as requested.
4. Assist with the observations of the children.
- Writing observations of children's actions for the purpose of assessing development.
 - Communicating with Instructor regarding observations.
 - Assisting in planning for individual children based on observations.
5. Maintains daily/monthly paperwork and records as required by program procedures or when requested including:
- Assisting with attendance, meal count and other forms.
 - Completing timesheets and travel vouchers.
 - Maintaining children's records and files.
 - Contributing to the development of IEP's and individual plans.
6. Keeps supervisor informed of schedules, needs, problems, ideas, and suggestions; and, seek help when necessary.
7. Attends training and staff meetings.
8. Assists in program planning by: participating in committees and special meetings or surveys.
9. Works with children in planned activities designed to meet educational, social, and health needs and physical abilities of children.
10. Substitutes for:
- Other Instructor Aides when available and requested.
 - Instructors in accordance with qualifications and as requested.
11. Performs other related work as required or requested.

PAY GRADE: C

HOURLY WAGE: \$9.30

HOURS PER WEEK: 40
Possible non-traditional