

Job Title: **EARLY CHILDHOOD EDUCATION SUPPORT SERVICE PROVIDER**

Definition:

Under the direction of the Director and /or Coordinator, Early Childhood Education Program (ECE), and under the immediate direction of the ECE Educational Specialist(s), this employee will provide support services to staff, families, and children necessary to maintain a high quality preschool program. This employee will provide support for the planning, implementation, operations, and facilitation of a childcare and development program.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provide support to the Educational Specialist to train and assist Child Development Teachers, Child Development Associate Teachers, and Child Development Para-educators in the implementation of research-based developmentally appropriate curriculum in a child care and development program.
2. Provide support to the Educational Specialist to assist Child Development Teachers and Child Development Associate Teachers in preparing lesson plans, materials/curriculum development, program implementation, staff development, and parent education.
3. Support administration in the planning and facilitating of the preschool program including but not limited to: preschool in-service(s), family involvement activities, parent education, application and registration process, and other activities to support the Early Childhood Education programs.
4. Perform duties at all Lancaster School District Early Childhood Education preschool sites.
5. Provide support to the Educational Specialist to plan and facilitate regular classroom staff meetings to provide support for individual classrooms.
6. Maintain confidentiality of all information regarding staff members, students, and enrolled families.
7. Participate in monitoring program compliance with criteria set forth in the operational grants.
8. Provide support to the Educational Specialist to oversee the completion of daily progress notes, assessments, attendance, maintenance of files, and reports including inputting student and classroom data into a computer database.
9. Applicant must agree to continue professional development in addition to completing any necessary units, in compliance with renewal terms of Child Development Site Supervisor Permit.
10. Follow all program performance standards, funding terms and conditions, Title 5, Title 22 and licensing requirements (as applicable)
11. Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Child development and developmentally appropriate practices
- Basic understanding of special needs children
- Early Childhood Education rules and regulations
- Proper English usage, spelling, grammar, and punctuation
- Early literacy strategies

Skill and Ability to:

- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers and the public.
- Take initiative and work independently with limited direction while handling multiple tasks and projects as well as follow directives from supervisors.
- Demonstrate proficient office skills including the use of email, Word, Excel, office machines, and a student information database.
- Use tact, understanding, patience and courtesy when dealing with children and adults.

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- Understand and follow oral and written directions.
- Complete required forms and produce written reports, maintain accurate records and meet time lines.
- Communicate effectively in the English language both orally and in writing.
- Communicate effectively with children and adults.
- Demonstrate knowledge of child abuse laws and procedures.
- Apply guidelines, policies, and requirements for general education and special education preschool programs.
- Demonstrate punctuality in meeting deadlines, attending meetings, and following schedules.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Maintain regular attendance and accurate records in a timekeeping system and use the sub-finder when necessary.
- Maintain professional confidentiality
- Dress and groom him/herself in a neat, clean, and appropriate manner for the assignment and work setting.

Education and Experience:

- Minimum of an AA degree in Child Development or related field
- A valid Child Development Site Supervisor Permit (or higher Child Development Permit)
- Two years experience in an instructional capacity in an early childhood education program, working at least three hours per day, within the past five years.
- Valid/Current Adult/Infant First Aid and CPR certification

Desirable Qualifications:

- Bilingual/Spanish
- Current NCI certification (Non-Violent Crisis Intervention)
- Experience in Early Intervention Program
- Knowledge of Emergent Literacy and research-based literacy strategies
- Experience as a mentor teacher (formally or informally)
- Experience as a member of a site leadership team

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods.
- Is subject to inside and outside environmental conditions.
- Required to complete and pass a health screening prior to being hired as a condition of employment.
- Required to have live scan fingerprinting completed and cleared prior to being hired as a condition of employment.
- May be required to attend periodic evening and/or weekend meetings and/or travel within and out of District boundaries to attend meetings.
- Provide own transportation to different preschool sites (Must have valid California driver's license and legally required automobile insurance).

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Range: 31

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X		X		
26 – 50 lbs.		X		X		
51 – 75 lbs.		X		X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions		X	
Supervise		X	
Interpret Data	X		
Organize		X	
Write	X		
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		