

POSITION: EARLY CHILDHOOD CLASSROOM ASSISTANT TEACHER (ECCAT)

REPORTS TO: Principal

DESCRIPTION: Personnel selected and trained for teacher-aide classifications working in a Kindergarten program (which includes pre-kindergarten) and meet the Early Childhood Classroom Assistant Teacher minimum requirements for either Permanent Authorization, Temporary Authorization or Paraprofessional as established by Senate Bill 359 --§18-5-18. Kindergarten programs (see below).

Minimum Requirements: **Option 1** (*Child Development Associate (CDA) Credential*), **Option 2** (*West Virginia Apprenticeship for Child Development Specialist (ACDS)*), and **Option 3** (*WV Learns Early Childhood Online Learning Series: Early Childhood Special Needs, Child Development, and Early Childhood Language and Literacy*)

1. **Early Childhood Classroom Assistant Teacher – Temporary Authorization:** Personnel employed who do not possess the minimum requirements for the permanent authorization requirements, but are enrolled in and pursuing requirements. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).
2. **Early Childhood Classroom Assistant Teacher – Permanent Authorization:** Personnel who have 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. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).
3. **Early Childhood Classroom Assistant Teacher – Paraprofessional Certificate:** Personnel who have completed the permanent requirements, as well as additional requirements comparable to the current paraprofessional certificate. Under WVC §18-5-18, Personnel employed in these positions must be employed to work in a kindergarten program (which includes pre-kindergarten).

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified as an Aide, or must pass the state prescribed exam for Aide.
3. Ability to work well with others.
4. Ability to relate to children.
5. Requires CPR & First Aid Training.

RESPONSIBILITIES:

1. Performs duties as outlined by the classroom teacher.
2. Keeps files of the children’s work, test scores, health services, etc.
3. Prepares routine notices concerning activities, PAC meetings, etc.
4. Conducts activities for students with directions firmly established by the teacher.
5. Monitors testing and classroom tasks assigned to students.
6. Corrects activities assigned to students.
7. Operates audiovisual equipment in the course of instructional duties.
8. Secures materials for instructional programs through proper channels.
9. Prepares material for instruction as outlined by the classroom teacher.
10. Available for consultations with parents.
11. Complies with in-service training required by Fayette County Schools.
12. Keeps records as needed to accomplish evaluation for programs and sees that all information on students is current and available for review at all times.
13. Keeps a skill mastery list on each student up to date in cooperation with classroom teacher where required.
14. Maintains positive work habits.
15. Performs duties efficiently and productively.
16. Maintains and/or upgrades job-related skills.
17. Performs other related tasks as assigned by the principal.
18. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade: Early Childhood Classroom Assistant Teacher – Temporary AuthorizationE*
 Early Childhood Classroom Assistant Teacher – Permanent AuthorizationE*
 Early Childhood Classroom Assistant Teacher – Paraprofessional.....F*

Supervisory Aides are paid one pay grade higher.

EMPLOYMENT TERM: 200 Days