



## David Douglas School District #40

### Classified - Job Description

#### **ECE PRE-SCHOOL ASSISTANT**

Schedule: 9 months per year  
Class: 7

#### **POSITION PURPOSE**

To assist the ECE Classroom Teacher in the supervision and management preschool age children and to assist in providing a quality program.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Assisting in planning and implementing the daily program under the direction of the ECE Classroom Teacher
- Assisting in planning and preparing the learning environment, setting up interest areas, and preparing needed materials and supplies
- Supervising the room when the ECE Classroom Teacher is out
- Supervising active children which will include visual awareness of their activities and physical dexterity in managing them
- Supervising high school students when working in the preschool
- Meeting physical needs of active children which might include lifting
- Helping with general housekeeping tasks
- Maintaining a professional attitude
- Treating all children and teens with dignity and respect
- Attending all staff meetings
- Attending recommended training programs and conferences
- Performing other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent
- A valid First Aid card and Pediatric CPR required
- Must meet the State of Oregon's child care certification requirements
- Must be sensitive, responsible and relate well to young children, teens, and adults
- Ability to communicate appropriately and effectively (both orally and in writing) with children, parents, students, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina with frequent lifting of up to 50 pounds. Frequent standing, walking, bending, stooping and kneeling. Able to move freely to various locations within a classroom to provide assistance. Exposure to noise and activity of a classroom setting.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.