

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: 9 months /29hrs wk.	Title	Early Childhood Teacher Assistant
Revised: 5/6/16	Department	CTEC (Crowder Tech Ed Center)/ Early Childhood Program
Level: Staff, Range 3	IPEDS	Early Childhood Teacher Assistant
FLSA: Nonexempt	Reports to	Director of CTEC/Early Childhood Instructor

POSITION SUMMARY

A skilled individual to assist in day to day pre-school functions, operations, and academic support of students ranging from three to five years old.

MAJOR FUNCTIONS

Major Functions include, but are not limited to the following:

1. Assist with the day to day operation of the Pre-School.
2. Respond to student and lead instructor's requests for service/assistance on all Pre-School functions.
3. Provide customer support services in a courteous and professional manner.
4. Other related duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Minimum Child Development Associate Credential (CDA) or Early Childhood Education (ECE).
2. Ability to provide a safe inspiring academic setting.
3. Ability to perform multiple tasks and remain calm during interruptions.
4. Ability to establish and maintain positive working relationships with other employees, students, and the public.
5. Ability to work independently with minimum supervision.

EQUIPMENT/ABILITIES

Proficient in the following Job Abilities related to Computer and Networking Technology:

1. Ability to setup/operate/maintain everyday operations of the Pre-School.
2. Ability to operate/maintain a personal computer. .
3. Ability to utilize classroom management and time management.
4. Ability to devise or modify methods or processes to solve specific problems.

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. A neat appearance and appropriate apparel are required.

2. Not to exceed a twenty-nine hour work week, with some adjustment of time for in-service training and evening events.
3. Generally indoors in a normal classroom environment with minimal exposure to temperature changes, noise, dust or chemicals.
4. Normal defined working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Generally work involving mobility within the classroom/pre-school and campus.
2. Input, access and distribute information using computers.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including staff, students and the general public.