

REPORTS TO: ARESA Preschool Coordinator

QUALIFICATIONS

- High School Diploma
- Associate degree in Early Childhood or CDA credential
- Must complete required state credentialing requirements (Background check, Fingerprinting)
- Experience supporting early learning programs
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require
- Career Ready Certificate is Preferred

SPECIAL KNOWLEDGE/SKILLS

- Ability to be dependable and report to work daily
- Exhibit characteristics of being self-motivated and student-focused
- Ability to follow oral and written directions
- Ability to establish effective working relationships
- Maintain effective classroom management strategies
- Cooperatively work in a team
- Ability to complete records accurately and timely
- Exhibit effective communication skills
- Possess a servant spirit and willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

JOB GOAL

To provide a high quality preschool learning experience for every child we serve by focusing resources on the intellectual, physical, emotional, and social development of each child.

PERFORMANCE RESPONSIBILITIES

- Be familiar with goals, behaviors, and personality of each child
- Instruct students under the guidance of a certified teacher or specialist
- Collaborate with teacher, behavior specialist and other professionals on student progress
- Participate in staff development and complete all required trainings
- Help students with clothing, grooming, health habits, and bathroom activities as needed
- Communicate to the teacher any unusual situations or needs of students
- Provide all tasks requested by the teacher for special services to the children being served
- Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances
- Assist the teacher in handling interruptions and emergencies
- Display ethical and professional behavior in working with students, parents, school personnel, outside agencies
- May perform some routine clerical activities, as the need arises
- Other related duties

TERMS OF EMPLOYMENT - 185 day contract on ARESA Salary Schedule