

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **PRE-K COUNTS CLASSROOM SUPPORT PERSONNEL SUBSTITUTE**

**DIVISION:** Early Childhood Development

**DEPARTMENT:** PA Pre-K Counts

**PURPOSE:** Works with pre-school children to develop their social and academic skills in order to prepare them for entrance in the school systems. Offers support and guidance of pre-school children and families providing smooth transitions into the school systems.

**QUALIFICATIONS:**

Education: Prefer Associate Degree in Early Childhood Education or Child Development but will consider those that possess a Child Development Associate's (CDA) certificate.

Experience: Prefer experience working with pre-school children, willingness to help pre-school children grow. Knowledge of social service agencies in Fayette County helpful.

Skills, Abilities and Knowledge:

- a. Ability to follow requests and instructions.
- b. Ability to maintain confidentiality.
- c. Machine operation could include calculator, photocopier, telephone, computer, microwave, toaster, can opener, CD player, tape player.
- d. Knowledge of the PA Early Learning Standards.
- e. Ability to adapt to frequent change.
- f. Good organizational skills.

**REPORTS TO:** Pre-K Manager

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Moderate physical effort in predominantly sitting and walking positions. Occasional lifting required (up to 30 pounds).

Special Demands: Occasional travel.

Special Requirements: Current Act 33 and Act 34, FBI fingerprinting clearance documentation. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Assists Instructor with lesson plans and daily center activities by:
  - Greeting the children and parents
  - Assisting with all activities (learning, gross motor, socialization, etc.) involving children and parent volunteers (playing games, helping with artwork, circle time, telling stories, taking walks, going to the playground, etc.)
  - Rotating puzzles, games, manipulatives, and other classroom materials.
  - Promoting self-esteem through encouragement and by accepting individual differences.
  - Be a positive and understanding role model.
  - Complimenting and assisting with the daily routine as requested by Teacher.
  - Assisting in assuring all activities align with the PA Early Learning Standards.

02. Uses the Early Childhood Environmental Rating Scales (ECERS) as a guide to maintain a safe and healthy classroom and program environment by:
  - Maintaining cleanliness of classroom.
  - Helping with health checks
  - Checking for and reporting any signs of suspected abuse or neglect according to program procedure.
  - Assisting children with toileting needs.
  - Giving first aid/CPR when necessary.
  - Washing and disinfecting furniture, shelves, toys, etc.
  - Modeling positive mealtime behaviors and good eating habits.
  - Assisting with transition activities.
03. Assists with parent involvement.
  - Greeting parents as they enter the classroom.
  - Encouraging parents to volunteer and delegate responsibilities to them.
  - Calling parents to schedule volunteers.
  - Assist with recruiting as requested.
04. Assists with the observations of the children.
  - Writing observations of children’s actions for the purpose of assessing development.
  - Communicating with Teacher regarding observations.
  - Assisting in planning for individual children based on observations.
05. Maintains daily/monthly paperwork and records as required by program procedures or when requested including:
  - Assisting with attendance, meal count and other forms.
  - Completing timesheets and travel vouchers.
  - Maintaining children’s records and files.
  - Contributing to the development of IEP’s and individual plans.
06. Keeps supervisor informed of schedules, needs, problems, ideas, and suggestions; and, seek help when necessary.
07. Attends training and staff meetings.
08. Assists in program planning by: participating in committees and special meetings or surveys.
09. Works with children in planned activities designed to meet educational, social, and health needs and physical abilities of children.
10. Substitutes for:
  - Other Classroom Support Personnel when available and requested.
  - Teachers in accordance with qualifications and as requested.
11. Performs other related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** C

**HOURS PER WEEK:** On Call