

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

**PAGE 1 OF 2**

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

**DIVISION:**    Early Childhood Development

**DEPARTMENT:**    PA Pre-K Counts

**SUMMARY:**    The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Pre-K counts classroom support personnel will nurture the social and academic skills of preschool children, paving the way for entry into the school system. Requirements include assistance with all activities conducted in the classroom, conducting observations, maintaining a healthy, safe environment according to ECRS standards. The ideal candidate will demonstrate a positive attitude, attention to detail and a commitment to educating children with compassion.

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

**QUALIFICATIONS:**

Education:    Minimum of a center-based Preschool Child Development Associate® (CDA) certificate, or associate's degree or minimum 60 credits in Early Childhood Education accepted.

Experience:    Prefer experience working with pre-school children, willingness to help pre-school children grow. Knowledge of social service agencies 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 & Developmentally Appropriate Practices.
- e.    Ability to adapt to frequent change.
- f.    Good organizational skills.

**REPORTS TO:**    Pre-K Counts Classroom Supervisor

**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:    Substantial physical effort in predominantly standing, walking, kneeling positions. Occasional running and lifting required (up to 30 pounds)

Special Demands:    Occasional travel

Special Requirements:    Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. 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 Classroom Supervisor with lesson plans and daily classroom activities by:
  - Greeting the children and parent
  - Assisting with all activities (cognitive, fine/gross motor, socialization skills, 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 are aligned 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
  - Assisting 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 seeks assistance 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:**

B  
C

**HOURLY WAGE:**

\$15.58 – CDA  
\$17.76 – Associate's/60 College credits

**HOURS PER WEEK:** 40

Possible non-traditional

**EMPLOYMENT CLASSIFICATION:** Non-Exempt