

JOB DESCRIPTION

Page 1 of 2

Position: Pre-K Counts Classroom Support Personnel Substitute

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Pre-K Counts Classroom Supervisor

Supervises: None

Summary/Purpose: 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 work with preschool children to develop their social and academic skills in order to prepare them for entrance into the school systems by assisting with activities conducted in the classroom, conducting observations and maintaining a healthy, safe environment according to ECERS Standards. The ideal candidate will demonstrate attention to detail, effective organizational skills and a positive attitude with a commitment to educate children with compassion.

Qualifications & Requirements:

Education: Minimum of a High School Diploma or equivalent.

Experience: Experience working with pre-school children preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Substantial physical effort (up to 30 lbs.). May include standing, walking, kneeling sitting, bending, stooping, lifting, reaching and crouching with occasional running.

Special Demands/Requirements: Alternative hours, alternative locations. Driving, travel and potential eye strain. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation (validated yearly minimum).

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Assists Classroom Supervisor with lesson plans and all daily classroom activities aligned with PA Early learning standards, including but not limited to; cognitive, fine/gross motor, and socialization skills, such as artwork, circle time, telling stories, and outdoor time.
2. Uses the Early Childhood Environmental Rating Scales (ECERS) as a guide to maintain a safe and healthy classroom and program environment; cleaning and disinfection of surfaces and materials, performing personal care and toileting tasks, health checks, and modeling positive mealtime behaviors and habits and checking for signs of suspected abuse or neglect according to program procedure.
3. Assists with parent involvement by greeting parents and children each day.
4. Assist as requested in the completion of observations of children; written observations of activities, communicate with Classroom Supervisor regarding observations, planning individual activities, and contributions to IEP's.
5. Complete data collection, analysis, reports, create forms and other paperwork as requested including,

children's records, attendance, meal count, timesheets, travel vouchers, submitting these to appropriate individuals.

6. Substitutes for other Pre-K Counts classroom personnel in accordance with qualification and as requested.
7. Attend all recruitment and assigned events, professional development trainings, and meetings with individuals, parents, public and private agencies on behalf of Pre-K Counts as necessary.
8. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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

HOURLY WAGE:

\$15.58 High School

HOURS PER WEEK:

up to 40 hours a week, up to 89 days per program year
Possible non-traditional