

Summers County Schools
Job Description
Early Childhood Classroom Assistant Teacher and/or Pre-K Aide

QUALIFICATIONS:

- 1. High School graduate or equivalent**
- 2. Must meet all regulations of the Summers County Board of Education West Virginia Department of Education, and WV State Law**
- 3. Must hold or be able to obtain Early Childhood Classroom Assistant Teacher credential.**

Credential may be obtained by completing:

- 1. A Child Development Associate (CDA)
Apprenticeship in Child Development Specialist (ACDS)
Certification
or**
- 2. E-Learn Early Childhood Classes program**

SALARY: State Scale

TERM: 200 days

RESPONSIBLE TO:

Supervising teacher, principal, and/or appropriate county supervisor
Performance will be evaluated by the principal.

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- 1. High school graduate or equivalent**
- 2. Meet all regulations of Summers County Board of Education and WV State Law**
- 3. Must hold Early Childhood Classroom Assistant Teacher credential**

JOB RESPONSIBILITIES:

- 1. Assistant Teachers have the following duties:**
 - a. Assist the teacher in instructional activities as directed.**
 - b. Shares in the responsibility of protecting students, equipment, materials and facilities.**
 - c. Performs limited rotating supervisory duties not related to instruction.**
- 2. Maintain positive work habits.**
- 3. Performs duties efficiently and productively.**
- 4. Maintains and/or upgrades skills.**
- 5. Performs specialized health care procedures, pursuant to 18-5-22. (Specialized health care procedures include but are not limited to: catheterization, suctioning of tracheotomy, NASO-gastric tube feedings or gastrostomy tube feeding)**
- 6. Must successfully complete and be certified in Phase I training in health care procedures or demonstrate competency in Phase I**

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Early Childhood Classroom Assistant Teacher and/or Pre-K Aide procedures. **In addition, any aide who is required to perform specialized health care procedures must successfully complete and be certified in Phase II training in each specialized health care procedure to be performed.**

- 7. Performs any and all other job related duties as assigned by the classroom teacher, building principal or appropriate county supervisor.**