

WASHINGTON SCHOOL DISTRICT JOB DESCRIPTION

EARLY LEARNING SUPPORT SPECIALIST

Title: Early Learning Support Specialist

Qualifications:

1. Must hold NH Department of Education certification for employment in a Title 1 Elementary School/Program.
2. Experience working with preschool aged children preferred.

Reports To: Building Administrator or Designee

Supervises: N/A

Performance Responsibilities:

1. Participates in daily and long-range lesson and classroom activity planning with the supervising teacher.
2. Conduct learning exercises with small groups of children with support from the supervising teacher.
3. Guide children in working and playing harmoniously with other children.
4. In conjunction with the supervising teacher, work collaboratively with parents and educational teams to implement appropriate programming for early learning students.
5. In conjunction with the supervising teacher, maintain a positive working relationship with parents, outside agencies, and professionals in a proactive and professional manner.
6. Alert the supervising teacher to special needs of individual children.
7. Provide escort and assistance to children as necessary.
8. Maintain neat work and study areas.
9. Supervise children during regular play periods.
10. Demonstrate knowledgeable and effective use of pedagogy and behavior management.
11. Assist students in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory or other toileting activities, and other activities deemed necessary by the supervising teacher.
12. With support from supervising teacher, ensure instruction is standards-based, child centered and developmentally appropriately for active learning that results in progress in all developmental areas for each child.
13. Work closely with Special Education teacher when students in the early learning program are identified as in need of special education.
14. Assumes such other responsibilities as may be assigned by the Building Administrator regarding the coordination and overall management of the Preschool Program.
15. In conjunction with the supervising teacher, coordinates evaluation schedules to ensure compliance deadlines are met.
16. Ensures that all student data has been entered into the state database system(s) with support of supervising teacher.
17. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by Administration.

WASHINGTON SCHOOL DISTRICT JOB DESCRIPTION

Working environment:

While performing the duties of this job, the employee will constantly bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to stand/walk, squat, kneel, use hands for fine manipulation. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books. Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. Required to work outdoors in inclement weather; required to stand for prolonged periods.

Terms of Employment: Varies based upon need and available funding

Evaluation: Annual by Building Administrator