

# Innovative Services NW Job Description

## Job Title: ECEAP Learning Support Specialist



CLASSIFICATION: 24 ECEAP

HOURLY/SALARY RANGE: \$16.00 - \$19.00

REPORTS TO: ECEAP SUPERVISOR

EFFECTIVE DATE: 2/25/2021

**SUMMARY:** ECEAP Learning Support Specialist with knowledge and skills necessary to assist individuals, and groups through positive behavior supports. The ECEAP Learning Support Specialist helps coordinate Functional Assessments of Behavior and a Behavior Intervention Plan that addresses students' unsafe behaviors and provide a means to help the student acclimate safely to the classroom setting. The ECEAP Learning Support Specialist also provides classroom and school-wide behavior management strategies. Under the supervision of the Assistant Director and the Education and Compliance Specialist, the ECEAP Learning Support Specialist will provide diversified strategies and activities specifically designed for specific students.

### ESSENTIAL FUNCTIONS:

- Ensure the safety, security and confidentiality of clients and families
- Promote highly specialized lessons plans and positive behavior interventions in which "at risk" students thrive: behavior instruction that is explicit, intensive, accelerated and provides ample practice.
- Use ongoing assessments to maintain a record of student progress
- Develop a repertoire of assessment strategies consistent with instructional goals, teaching methods, and individual student needs to more accurately assess student behavior skills and understandings.
- Maintain child and environment safety during escalated behaviors.
- Partner with family support specialists, medical providers, therapists, etc. to provide a consistent teaching and support plan for the child.
- Perform other duties and projects as assigned

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works in a preschool setting. The noise level is moderate to loud. Spaces may be somewhat confined. Experiencing strong odors and unpleasant bodily fluids are a part of working with children in this age group. Occasional climbing onto a play structure to help a child to safety may be required. The employee will be required to be outdoors with the children in all kinds of weather including wind, rain, cold and snow.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The environment will require active movement working with children. While performing the duties of this job, the employee will frequently be required to stand; walk; run on occasion for child safety, bend, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. A strong voice is required to maintain classroom control, sing with the children and converse with parents. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (classrooms are kept dark at naptime). Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. In the classroom, the employee will frequently need to work with very small children and so will often be on their knees or in a floor sitting position. The employee must frequently lift and/or move children up to 30 pounds.

**POSITION TYPE AND EXPECTED HOURS OF WORK:** This is a full-time .75 FTE (30-40 hours/week) hourly position. The childcare center hours are Monday through Friday 7 a.m. - 6 p.m.

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### REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- A valid Washington State Teaching Certificate with an endorsement in Early Childhood education (Pre-K-Grade 3) or Early Childhood Special Education is preferred. However, an Associate or higher degree with the equivalent of 30 college quarter credits in Early Childhood Education (ECE) is accepted. These 30 credits may be included in the degree or in addition to the degree, OR complete and adhere to the goal deadlines in a Professional Development Plan.
- Experience working with children 3 to 5 years of age and/or family service involvement with a focus on Special Services
- Demonstrate knowledge of early childhood growth, development and appropriate practices
- Basic STARS (30 hours) training required within 90 days of hire date; 20 hours of STARS approved training required every year thereafter
- Must pass a criminal history background check, obtain CPR and First Aid certifications, show proof of a negative TB test and obtain a Food Handler's card prior to first day of work
- Ability to lift 30 pounds or more
- Proficient in the English Language; multi-lingual preferred

### AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_