

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Early Childhood Development Assistant

REPORTS TO: Supervisor of Early Childhood Education

JOB SUMMARY: Supports the daily operations of the Early Childhood Department, including the child-care centers and the S.P.A.R.K. Preschool Program.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinates candidate interviews and recommendations for employment.
2. Oversees daily Child Care Center schedule and program planning, including curriculum, field trips, and special events. Requisitions transportation to support the program.
3. Oversees annual Department of Public Welfare inspections (16 sites), and follows through with compliance if needed.
4. Prepares and maintains records, including DPW inspections, reports concerning student enrollment, parent tuition payments, staff payroll and Code of Conduct.
5. Orders all materials and supplies and maintains an inventory.
6. Assists in the preparation of the annual budget.
7. Coordinates training and workshops necessary for DPW regulation compliance (Fire Safety, Water Safety, First Aid, etc.).
8. Observes and evaluates staff members in concert with the Supervisor of Early Childhood Education.
9. Establishes and maintains lines of communication through contacts with parents and other community members/organizations (MHMR, Mentors, America Reads, etc.).
10. Represents the District on designated community and regional child advocacy committees (local planning, Early Childhood Directors of L.V., Children's Coalition).
11. Documents and maintains records needed in staff files (requirements for DPW licensing).
12. Conducts parent/child conferences dealing with concerns in childcare (behavior, bookkeeping, etc.).
13. Informs immediate Supervisor of serious situations with children, staff and families.
14. Coordinates and collaborates the Cyberstart Computer Program in 15 of the 16 sites – I.C.T. updates and permission.
15. Prepares, supports and implements the Keystone Star Initiative.

16. Explores training opportunities and grant opportunities for the Child Care Program.

17. Performs other duties as assigned.

QUALIFICATIONS: Three (3) years experience in elementary teaching. Bachelor's degree in Elementary Education. Knowledge of early childhood education and elementary growth and development.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and ability to operate various office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)