



COMPENSATION AND CLASSIFICATION

PEMAYETV EMAHAKV CHARTER SCHOOL LANGUAGE ENRICHMENT TEACHER AIDE and/or LANGUAGE IMMERSION PROGRAM

JOB DESCRIPTION QUALIFICATIONS:

- (1) High School diploma or equivalent GED is required. An Associate's Degree or ParaPro Required
- (2) Ability to speak the Muskogee Creek Language with some success
- (3) Satisfactory criminal background check and drug screening.
- (4) Ability to perform the essential functions of the position.
- (5) Completion of a Red Cross First Aid Training and possession of a current CPR certification is preferred.
- (6) Demonstrate excellent organizational and interpersonal skills.

NATURE OF WORK

The incumbent in this position is responsible for providing assistance to the PemaYetv Emahakv Charter School's Creek Language Enrichment Teacher of the PemaYetv Emahakv Charter School's Creek Language Immersion Program in achieving the goals, objectives and performance standards of the Language Immersion program. The individual performs instructional and clerical work, assisting with strategies for reinforcing curriculum and lesson plans based on the understanding of individual students, their needs, interests and abilities. The individual assists in the completion of oral and written assignments and lesson plans; assists with the supervision of students, offering special attention to students who need extra help and or assistance with personal hygiene; taking attendance, organizing class materials, maintain classrooms and stocking supplies. This position reports to the Immersion Program Manager.

ILLUSTRATIVE TASKS

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning duties not listed, is such duties are a logical assignment to the position.

- Assists in the supervision of children and instructional responsibilities. Assists with the implementation of Creek/English language curriculum, lesson plans and cultural activities for the language immersion program. Implements daily/weekly curriculum and lesson plans, targeting individual and group activities for children.
- Assists with posting and following the daily schedule in all classrooms. Takes daily attendance and assists with the completion of monthly attendance reports.
- Assists the Language Enrichment Teacher in facilitating various activities such as circle time, cultural and recreational activities and physical activities, integrating educational aspects of the various preschool components in the daily program of activities designed to achieve the goals, objectives and performance standards of the Language Immersion program.

- Provides children with a learning environment and the varied experience which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence. Provides one-on-one assistance to children as required.
- Assists children as needed with personal hygiene, changing clothes and/or diapers as needed, brushing teeth, washing hands, face, feeding children, dispensing medication as authorized/required; and providing any other type of assistance, as needed.
- Assists with serving meals and snacks to children. Assists with the preparation of classrooms for nap time, etc.
- Displays children's work and updates classroom bulletin boards and assists in the decoration of classrooms.
- Assists children to be self-reliant and to relate to others. Assists by guiding students and modeling appropriately behavior in the areas of communications. Facilitates transition of children through preparation, explanation and providing necessary support to minimize any negative behavior.
- Assists the Language Enrichment Teacher with the completion of progress reports, as required. Maintains communication with parents in order to provide progress reports.
- Assists in the preparation of materials and equipment for classroom use.
- Monitors and participates in the daily clean-up/maintenance routine of their classroom to ensure a safe and healthy environment for the children to enhance learning activities. Sanitizes classroom, tables, toys, floors and other areas, as needed. Reports maintenance issues to be handle by the supervisor.
- Initials and files Incident/Accident Reports. Ensures the teacher initials the report. Notifies and supplies a copy to the supervisor and parent, as required.
- Assists with the enforcement of the Language Immersion Program policies, rules, procedures and performance standards.
- Discusses all problems with the Language Enrichment Teacher. Uses discretion and only discusses operational problems and issues with staff members and not with parents or others.
- May serve as the Language Enrichment Teacher, in her/his absence.
- Attends staff meetings, language committee meetings, special trainings related to early care of children and other activities as required.
- May participate in community events and activities, concerts, storytelling activities or any other events and activities designated for children and their family.
- Assists with safe transportation of the children, as needed.
- Must adhere to all Pemayetv Emahakc Charter School policies and procedures.
- Performs additional duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

- Basic knowledge of (infant/toddler/preschool/kindergarten) development and developmentally appropriate (infant/toddler/preschool/kindergarten) curriculum.
- Basic knowledge of expected behavior of children, that is, basic characteristics of ages and stages.
- Knowledge of all applicable health safety and environmental rules, regulation and requirements related to daycare/preschool settings.
- Demonstrated ability to work with all children and families in a warm, nurturing, accepting and supportive manner.
- Demonstrated ability to relate sensitively and respectfully to children and children with special needs and their families.
- Ability to understand and follow instructions.
- Ability to understand and follow safety procedures.
- Ability to provide activities for children that encourage healthy growth.
- Ability to provide a supportive and caring environment for children.
- Ability to impart information to the child's level of comprehension.
- Ability to supervise children.
- Ability to prepare and maintain records.
- Ability to apply impartially and consistently proper methods of recognition, reward and punishment.
- Ability to solve independently most minor problems.
- Demonstrated ability to communicate effectively with both adults and children and deal with the pressures inherent to the field of Early Childhood Education.
- Demonstrated ability to work physically with young children and ensure safety during indoor, outdoor and emergency situations.
- Ability to be able to learn, understand, and implement student behavior techniques.
- Ability to maintain confidentiality of student information.
- Good appearance and pleasant speaking voice in order to communicate with the general public.
- Ability to serve the PECS public and fellow employees with honesty and integrity.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and PECS staff.

PHYSICAL DEMANDS

The individual must be physically able to do considerable walking, climbing, bending and stooping while conducting work. Requires physical strength and agility sufficient to perform assigned tasks. Driving a company vehicle may be required.

WORKING CONDITIONS

The incumbent works in a clean, air-conditioned classroom setting. While working outdoors with children, work involves moderate exposure to South Florida weather such as extreme temperatures, humidity, rain, dirt, dust, etc.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the school's policy on evaluation of paraprofessional personnel.

I acknowledge that I have received the job description associated with my responsibilities and I understand the expectations of my position. I understand that should my performance not meet the expectations established by the school. I will receive written notice during a conference with appropriate administrative staff and will be given the opportunity to improve unless the infraction is of a serious nature which may include, but not be limited to, violation of Florida's Professional Ethics, insubordination, etc. I also understand that I am required to perform such other tasks and assume such other responsibilities as the principal/director may from time to time assign.

Signature of Employee: _____ Date: ____/____/____

Signature of Principal: _____ Date: ____/____/____