Department: Massachusetts Migrant Education Program
Title: Site Based Preschool Classroom Assistant
FLSA Status: Non-Exempt
Reports to: Academic Program Manager

Purpose: The classroom assistant will support the instructor in all of the daily routines of the classroom - learning activities, story time, snack time, outdoor time, bathroom breaks etc. The assistant will also support Spanish speaking students and translate between English and Spanish as needed.

Essential Functions:
● Maintain a positive and fun environment that is engaging and enjoyable for students
● Support the instructor in adapting the daily plan to accommodate the abilities, needs and interests of students
● Translate between English and Spanish when needed
● Communicate regularly with the instructor and Program Coordinator

Minimum Qualifications*:
● Bilingual in English and Spanish (required)
● Prior experience working with school age children
● Are able to pass a CORI (Criminal Offender Record Information) screening (required)

Preferred Qualifications:
● Associates or Bachelor's degree from an accredited college or university
● One year of teaching experience in a formal or informal setting

Physical Demands:
● Ability to multi-task and respond to plan alterations with a positive mindset
● Must be able to communicate and converse effectively with youth and adults from multiple backgrounds and cultures in Spanish

Work Conditions:
● Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards

Terms of Employment:
● Part-time; 12 hours per week between 7/5/2022 and 8/14/2022 plus training at the end of June
● $25/hour

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.