



JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
Classroom Assistant	Community Education

TITLE OF IMMEDIATE SUPERVISOR	VERSION
DATE	
Program Manager, Assistant Program Manager, and Program Coordinator	August 2020

JOB SUMMARY

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Manage the daily operation of classrooms including: <ul style="list-style-type: none"> • Maintaining a healthy and safe play environment • Planning and implementing activities based on approved curriculum • Maintaining equipment and supplies
2.	Work Collaboratively with Classroom Teachers, Assistant Program Manager, Program Manager and/or Program Coordinator by: <ul style="list-style-type: none"> • Modeling open and positive communication • Facilitating healthy relationships within the team • Overseeing and implementing daily schedule
3.	Assist in planning and implementing a balanced daily program of developmentally appropriate activities for assigned children which promotes the program philosophy and follows all district and program policies and guidelines. This includes supervision and organization of children, maintenance of records, fieldtrips, food and supplies.
4.	Assist in maintaining a safe, healthy environment for children that promotes positive values and respect. Provide discipline or other intervention as needed, including monitoring assigned children at all times, supervising student check-in and check-out so that students leave with authorized adults, reporting any suspected child endangerment or abuse to the Program Manager, and being aware of and reporting any other real or perceived hazards to the health and safety of any program participant
5.	Meet all applicable regulations and all applicable accreditation criteria.
6.	May be required to open or close the child care facility as directed by the Program Manager.
7.	Participate in team meetings and staff development as directed.

JOB TITLE

Community Education Classroom Assistant

– Page 2

CONTRACT REFERENCE

Community Education

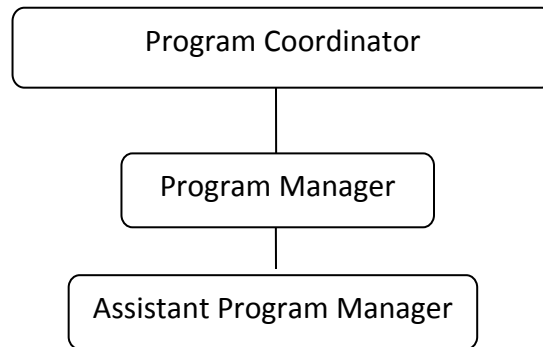
8.	Other responsibilities or room assignments as directed by the Program Manager or Program Coordinator.
----	---

MINIMUM QUALIFICATIONS (Specific training or job experience required before appointment)

- Age 18 or older.
- High School Diploma or equivalent, child care certificate preferred.
- Experience working with children in groups.
- Ability to meet Assistant teacher qualifications under DHS licensing Rule 3 and Accreditation Standards
- Prior experience with Childcare Programs, philosophy and services
- Prefer Bachelor's Degree in Education, Early Childhood, School-Age Care, Human Services or related fields

LICENSING AND OTHER REQUIREMENTS:

- Prefer to meet DHS rules and Accreditation Standards and qualify as Assistant teacher under those requirements.
- Satisfactory criminal background check.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-.-

PHYSICAL FACTORS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

JOB TITLE

Community Education Classroom Assistant

– Page 3

CONTRACT REFERENCE

Community Education

NON EXEMPT

Not to exceed 40 hours per week.