

**Job Title:** Early Learning Assistant - ECFE

**Reports to:** Early Learning Supervisor

**Job Summary:** Assistants are an integral part of the Farmington Community Education Early Learning programs. Assistants are active team members in our classrooms, providing support through engagement with learners and their families, and by assisting in the preparation of our spaces and materials. This position will be in our childcare for a Parent Ed Class.

**Essential functions of the job may include but are not limited to the following:**

- Assist the early learning teacher in preparing and maintaining classrooms and other program spaces and in monitoring program equipment, material, and supplies.
- Assist the teacher with student tracking. I.e. Attendance, Teaching Strategies Gold
- Attend and assist with parent/teacher conferences.
- Interact with parents/guardians and children with positivity and kindness.
- Listen to and talk with children, engaging them in program activities and play.
- Participate as an active team member in the delivery and evaluation of the program's goals.
- Participate in professional development activities.
- Assist in maintaining a positive and safe environment for all participants and staff.
- Understand, follow, and implement the policies and procedures of Farmington Community Education and ISD 192.

**Other functions of the job include but are not limited to the following:**

Perform other general duties to accomplish the objectives of the program.

**Knowledge, Skills and Abilities Required:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Graduate.
- Six months or more experience working with or caring for children in early childhood.
- Demonstrated maturity and good communication skills with children.
- Sensitivity and tolerance for individuals from diverse cultures and life situations.
- Knowledge of the developmental needs of children in early childhood.
- Experience implementing age-appropriate activities in a similar professional environment.
- Must demonstrate positive interpersonal skills and communicate effectively both orally and in writing with parents/guardians and school staff.
- Ability to be outside in all weather conditions.
- Must have reliable transportation and the ability to commute between district 192 buildings if necessary.
- Ability to understand and follow data privacy rules and regulations related to students.

- Must have the ability and proven record of reporting to work on a regular and punctual basis.
- Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrate team work in daily activities.
- Is prompt, timely, and thorough in completing assignments, attending to details accurately and efficiently.
- Able to attend required staff meetings and professional development.

**Physical Requirements:**

Physically capable of meeting all performance responsibilities required with students, including moderate standing, walking, stooping, bending, and kneeling. Presenting information to students and lifting up to 20 to 30 pounds and up to a 40 pound child.

**Class Schedule:**

Day	Class
Sunday	Drop In
	2:45pm-5:15pm
	TLLC