

EARLY CHILDHOOD PROGRAM INSTRUCTIONAL ASSISTANT

Job Description

Early Childhood Program Instructional Assistants are responsible for operations and functions of the Early Childhood Program. Instructional Assistants provide supervision for all children and activities in the Early Childhood Program, and carry out policies, rules and regulations, functions and activities prescribed and approved by the Director, Lead Caregiver(s) and building principal.

Instructional Assistants report directly to the Lead Caregiver, and indirectly to the Director and building principal.

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- Provide appropriate environment and supervision for curricular activities, rest, socialization, recreation, and other daily activities for children ages 3-5.
 - Work with and supervise children in a warm, positive, and caring manner.
 - Encourage and reinforce positive behavior among children. Correct misbehavior in a manner consistent with positive child development techniques and Early Childhood Program policy.
 - Actively engage in a variety of learning and recreational activities with children.
 - Greet children, parents, and visitors in a warm and caring manner each day.
 - Supervise children on the playground, strictly enforcing all equipment rules and safety regulations.
 - Assist the Lead Caregiver(s) and building custodian in maintaining cleanliness of building areas used by Early Childhood students.
 - Provide first aid for minor injuries, and report such injuries appropriately to the Lead Caregiver.
 - Report to the Lead Caregiver any extraordinary or unusual behavior in children, physical or emotional distress, or any other behaviors not generally encountered on a daily basis.
 - Cooperate with Lead Caregiver, Director, and building principal to maintain good staff relations and child care practices.
 - Keep accurate time records and submit bi-weekly to Lead Caregiver.
 - Attend periodic professional development and trainings as scheduled by the Director.
 - Attend and participate in periodic staff meetings to plan curriculum calendars and discuss current issues.
 - Perform other duties consistent with good child development practices, as assigned by the Lead Caregiver(s) Leader, Director, or building principal.