



Shawna Johnson  
KPI Family Program & Resource Manager  
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**Working together we influence the development of whole communities.**

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## **JOB DESCRIPTION**

**POSITION TITLE:** Early Childhood Program Assistant  
**REPORTS TO:** Site Coordinator – Ann Schweitzer-Johnson, [annsj@todos-juntos.net](mailto:annsj@todos-juntos.net)  
**PAY RATE:** \$14-\$16/hour  
**EMPLOYMENT LENGTH:** Part time, Hourly depending on funding and programs

This position will be responsible for facilitating activities and programs, model constructive participation in all activities, use positive discipline techniques. Work closely with Site Coordinator to ensure safety of all children, manage children's behavior and act as a role model and mentor.

### **Required Knowledge and Skills**

- High School diploma
- Associates Degree or Paraprofessional certificate in Early Childhood or a combination of schooling and experience.
- Basic first Aide
- Food Handlers card
- Pass background check and finger printing.
- Experience assisting in classroom environment.
- Ability to work with school personnel
- Ability to work independently and in a group setting.
- Knowledge &/or training in positive discipline
- Knowledge &/or training in Social Intelligence activities and skills
- Ability to handle stressful situations in a calm professional manner
- Ability to be discreet and have good communication skills, knowledge in Informational Interviewing procedures a plus.
- Ability to work with high stress families

### **Job Duties (not limited to)**

- Assist Site Coordinator with after school programs for KG and 1<sup>st</sup> Grade aged Children
  - To include help serving snack
  - Keeping accurate attendance
  - Helping in small groups and classroom control
  - Set-up and clean-up of activities
  - Greeting staff and parents as needed
- As funding allows assist with Pre-K family engagement nights (Little Chippers and Parenting Now)
- Participate in local staff meetings and site steering committee as time allows
- You are a mandatory reporter and may have to report child abuse & neglect.
- Timely completion of any required reports. I.e. Snack attendance report, case notes.

Contact Site Coordinator, Ann Schweitzer-Johnson or Program Manager, Shawna Johnson for more information.