



JOB DESCRIPTION

"We value and celebrate diversity"

POSITION TITLE: Early Childhood Program Assistant
REPORTS TO: Program Manager – April Dobson
PAY RATE: \$18-\$24/hour DOE
EMPLOYMENT LENGTH: Part time 8-20 hours a week, 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
- Basic first Aide
- Food Handlers card (may get upon hiring)
- Pass background check and finger printing.
- Experience assisting in classroom environment is a plus.
- Ability to work with school personnel
- Ability to work independently and in a group setting.
- Knowledge &/or training in positive discipline
- 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
- Willingness to be open minded and trainable.
- Likes to work with young children and shows compassion during difficult situations.
- Understands Trauma Informed Practices – Concept that everyone comes with some kind of trauma and behaviors may be related to trauma.

Job Duties (not limited to)

- Assist Site Coordinator/teachers with programs for KG through 3rd grade aged Children
 - Planning classroom activities
 - 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
- Assist with family engagement nights (Little Chippers and Parenting Now, etc.)
- Assist with Camp Read A-Lot during the summer.
- 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.