



MILACA PUBLIC SCHOOLS

JOB DESCRIPTION

SUMMER SCHOOL READINESS CLASSROOM ASSISTANT

Reports to: Community Education Director Dept: Community Education Terms: Seasonal

JOB SUMMARY

Work under the supervision of the School's ECCE Coordinator and/or Licensed School Readiness Teacher. Responsible for supervising a group of kids in an early childhood classroom. Assist the ECCE Coordinator and/or Licensed School Readiness Teacher in general daily tasks, preparation of the classroom environment, and facilitate small group activities.

QUALIFICATIONS

Education:

- High school diploma or equivalent

Work Experience:

- Experience in early childhood programs and settings preferred. Experience working with children ages 0 - 5.

Special Knowledge/Essential Skills:

- Demonstrates planning and implementation skills
 - Knowledge of behaviors of young children and appropriate guidance techniques
 - Demonstrates flexibility and adaptability
 - Skills in communicating and working with young children, adults, and co-workers
 - Demonstrate trust, openness, respect, and caring for others
 - Ability to work as a team member
 - Strong organizational skills and a self – motivator
 - Ability to exert up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 5 pounds constantly
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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under the direction of the School Readiness teacher, implements planned curriculum and assists children in engaging, developmentally-appropriate group play and activities. Guides children in problem-solving and social awareness skills as needed. Models strategies for positive peer interactions.

- Assists in managing and preparing classroom supplies and materials for the program. Sets-up classrooms according to lesson plans. Prepares beverages and snacks for classes.
- Assists in supplies maintenance; sets up storage and rotation of classroom materials; Performs duties to ensure compliance with all relevant health and safety regulations.
- Attends training sessions, staff meetings, workshops, or in-services as required.
- Other duties as assigned.

ADDITIONAL INFORMATION

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand and sometimes walk and sit on the floor depending on the age of the children.
- While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs.
- Occasionally the employee will bend or twist at the neck more than the average person, may need to lift arms to write on chalk or marking board and occasionally stoop, kneel, crouch and reach above the head.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus.
- Hearing ability to monitor activity and presence of students and respond to communication with students and adults is required.
- Moving quickly to prevent children from getting hurt

Disclaimer: This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.