General Summary of Position
Assists the professional classroom teachers with all aspects of classroom management including: participating in activities with children, maintaining a healthy and safe environment, and assisting children with the daily routines.

Example of Duties
1. Supervises children while at play: facilitates play interactions, set appropriate limits, help children problem solve conflicts, and remain consistent with classroom expectations of children.

2. Facilitates curriculum activities for children which meet goals determined by the professional teachers which are consistent with Center for Early Education and Care policies and procedures.

3. Assists in maintaining a safe and healthy physical environment (i.e. help children with classroom clean-up tasks, clean and disinfect classroom furniture and materials, sweep/mop floors as needed after meals, repair books, store materials in proper locations, etc).

4. Assists children with transitions in the daily schedule according to the classroom routines.

5. Prepares and serves snacks for children. Joins children at snack/lunch table to model appropriate meal time practices and to assist with child interactions and needs.

6. Works cooperatively with the supervisor to continually improve one’s interaction and communication skills with children and adults.

7. May occasionally assist in other classrooms to support classroom coverage needs.

Qualifications
1. Statement of good health and evidence of Physical Examination within the past year.
2. Evidence of Negative TB test results and Measles, Mumps, Rubella Immunizations.
3. Able to lift, move, and hold children and objects up to 40 pounds. Able to engage in full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in classroom activities. Able to supervise and interact with children outdoors for extended periods of varied weather conditions.
4. Able to participate in training activities (evening workshops/meetings, relevant articles and training videos).

Supervision Received
Receives direction from and reports directly to the professional classroom teachers.

Signature of Employee __________________________ Date ________________