

# JOB DESCRIPTION

UPDATED 10/2022

## **TITLE:**

Support Staff: Classroom Aide / Substitute Staff

## **DESCRIPTION:**

*The Support Staff typically works Part-Time and follows the direction of the Lead Teacher or Center Director.*

Accommodations can be made for a Support Staff to work Full-Time or in combination with a classroom position if it better meets the needs of the schedule. Support Staff are responsible for the care and education of a group of children as part of a teaching team. The teaching team works together to plan and implement the scheduled activities, work with parents, and assess the needs of individual children.

## **ACCOUNTABILITY:**

The Support Staff report to the Program Director.

## **RESPONSIBILITIES/DUTIES:**

### ***Maintain Daily Operations of the Classroom***

- Assist in the classroom and display comfort/competence with children.
- Prepare/feed bottles/food and assist children in eating.
- Maintain/Support consistent classroom routines and transitions.
- Follow classroom/individual schedule and Support a variety of activities that promote physical, academic and social development to insure instructional excellence.
- Change diapers, assist in potty-training, clean messes, assist in undressing/redressing, monitor children in the bathroom, and assist in hand washing.

### ***Establish and Maintain a Safe, Healthy and Organized Environment***

- Consistently complete classroom/center cleaning tasks including vacuuming/sweeping, light housekeeping, bathroom clean-up, etc. while monitoring all children.
- Assess program supplies and materials needed regularly to be prepared and keep classroom stocked.

### ***Promote Developmentally Appropriate Practices***

- Support small group activities, circle/learning/story time, outdoor time and large motor play that are engaging and follow the written lesson plan outline. Support lesson plans following the curriculum at least one week in advance.
- Support children's developmental progress on an ongoing basis, communicate needs with lead teacher, modify activities and follow infant schedules according to children's needs and the parent's requests.
- Greet and welcome families, address concerns, and manage behavior concerns with patience and understanding, utilizing a teachable moment.

### ***Strive to Grow as a Professional and Support the Team***

- Promote/model regular communication through daily conversations, classroom dailies, lesson board.
- Engage in center activities, staff meetings, workshops, and training as instructed by the director.
- Provide/accept feedback and engage in ongoing professional development to ensure continuous quality improvement.
- Take direction from lead teacher and work together to provide a positive and consistent environment in the classroom.

**QUALIFICATIONS:**

***Minimum Required***

All of the following:

- High School diploma or general educational development
- Two written letters of recommendation
- Completed Clearnaces

**SALARY SCALE:**

***The pay rate for a Support Staff begins between \$8-13/hour.*** Salary is based on 3 factors- Position, Experience and Education. Additional increases are available with Performance and Incentive Bonuses, such as participating in the Substitute Staffing Program, actively maintaining attendance, working towards goals and maintaining training requirements. These Performance and Incentive Bonuses will be evaluated each quarter. Staff will be eligible for an increase to their hourly wage each September or at any time there is a change in Position, Education, Incentive Bonus, and/or Performance. Raises and bonuses are not guaranteed or included in this calculation as they are pending the budget within the center.

**BENEFITS:**

All benefits are subject to change at any time with written notice as policies are updated. \*Benefits marked with an asterisk are available to fulltime employees only.

***Upon Hire***

- Flexible Schedule
- Professional Development Assistance
- Paid Training – up to \$100/year

***After 90 Days of Employment***

- Health Insurance\*

***After 6 Months of Employment***

- Paid Holidays\*
- Paid Time Off\*

***After 1 Year of Employment***

- Childcare Discount\*

I meet the above qualifications and am able to perform the required responsibilities of the position.

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Employee Name

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Employee Signature

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Date