



## **Classroom Assistant – Job Description**

**Job Summary:** Classroom assistants are responsible for helping to facilitate the early education of children in their care. Duties include supporting the Lead Teacher in implementing interactive learning programs designed to engage and educate young children.

### **Key Responsibilities** include:

- Enforce rules of behavior as well as routines for students
- Implement activities, tools, and resources for students to use and explore during learning and play activities as directed by lead teacher
- Adapt teaching methods and materials to meet the interests, age, and learning styles of students
- Develop and maintain positive relationships with children and parents
- Maintain a clean and tidy classroom
- Help students reach developmental milestones
- Believe and teach the 6 Fundamental Truths of Bible curriculum
- Encourage student development of social skills in accordance with objectives
- Provide appropriate supervision for children at all times
- Maintain inventory system for classroom materials and supplies
- Adhere to health, safety, security, and sanitation procedures
- Participate in school events with students
- Communicate with families regarding student performance and behavior
- Participate in professional development opportunities
- Perform other relevant tasks as assigned

### **Qualifications:**

- Education and/or experience in early childhood development, education, or similar field preferred
- Must be able and willing to submit to and pass a standard background check
- Certified in First Aid/CPR/AED Child & Adult (or willing to obtain certification)

### **Benefits:** Pay Rate \$13/hour

Tuition discount for staff's children that are enrolled in the program

Hours: 8:00-12:30 Monday through Wednesday OR Monday through Friday during school year

Flexible summer scheduling available