Capital Area Community Services, Inc.

**Job Description**

**Title:**  Classroom Assistant  **Department:** Education

**Reports To :** Program Supervisor  **FLSA:** Non-Exempt-Exempt

**Supervises:** N/A **Updated:** 02/01/2022

**Job Summary**

Encourage children’s development in a play-based and trauma-informed learning environment. Provide respectful, playful, and age-appropriate interactions with children. Assists the teacher and teacher assistant in meeting the social emotional needs of the children and implementing developmentally appropriate experiences. Provide support to teaching team, families, and bus driver during arrival, transitions, and departure of children. Contributes professional and reflective communication with co-workers and other departments within the agency. Participate in all health and safety activities

**Qualifications**

**Education:**

High school diploma, GED or the equivalent with coursework in child development leading to a CDA preferred.

**Experience:**

Preferred work experience in a childcare setting or related setting.

**Position Duties/Responsibilities**

Assists the teacher in planning and carrying out individualized instruction, for example: guiding physical activities indoor and outdoor; working on self-help skills such as eating and putting on coats; reinforcing learned skills and behaviors with verbal and emotional support; reading and listening to stories; and encouraging relationships with other children as per teacher’s direction. Interacts with children in an effective and positive manner using positive discipline and/or redirection when necessary.

Assists the teacher and teacher assistant in assessing children’s development, for example: taking anecdotal records.

Prepare and participate in mealtime as directed by the nutrition coordinator.

Will assist as needed in absence of teacher assistant.

Attends and participates in scheduled in-service trainings.

Assists in maintaining the classroom in a clean, orderly and safe fashion.

Active supervision to interact with children at all time, in an appropriate and safe manner.

May provide childcare for parent activities and/or meetings.

Assists bus driver in the boarding and exiting procedures.

Be adaptable to working with different teams and in different areas, in four counties.

**Duties/Responsibilities of all Head Start Staff**

Follow all Head Start Performance Standards, Michigan Child Care Licensing Regulations, and all other federal, state, and local regulations.

Adhere to CACS Personnel Policies and Procedures and Mission Statement.

Communicate clearly and accurately when writing and speaking. Maintain professional confidentiality.

Share information with the administrative team, supervisor, and/or support staff regarding areas of success and/or concern.

Participate in meetings to provide input regarding special and to assist in developing plans to meet those needs.

Attend all required meetings, conferences, trainings, etc.

Participate in Program Quality Assurance and Self-Assessment efforts.

Work openly and cooperatively in a team effort approach. Work at any site with any staff. Contribute ideas and efforts towards common goals. Help build and maintain positive attitude, trust, and team spirit.

Personal appearance must be neat and appropriate.

**Physical Requirements**

Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

Always interact with children in an appropriate and safe manner.

Follow universal safety precautions.

*The above describes the general nature and level of work performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be performed by such person. Other duties may be assigned.*

*Must satisfactorily pass federal criminal history check with fingerprinting, physical exam and TB assessment, and drug screen at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures.*

*Capital Area Community Services, Inc. is an Equal Opportunity Employer. We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.*