**Early Childhood Job Description Little Learner’s Too**

**Title:** Assistant/Aide/Float/Substitute

**Qualifications:** Min. age 18(exceptions made for specific situations),HS Diploma/GED, general knowledge of child development and developmentally appropriate practices, experience working with children ages 0-12 yrs. Includes CCP and Tech students from local high schools.

**Reports to and is under direct supervision of:** Lead teacher/Administrator

**Responsibilities:**

* To provide the best possible infant, toddler, preschool and schoolage experiences for the children and families served.
* Implementation of programs and activities for the class and center in accordance with the program philosophies and guidelines outlined in activity plans under direct supervision of the Lead teacher.
* Record keeping; informal/formal child documentation, record attendance, documentation of illness, daily care of the children assigned to group, and other duties prescribed by the administrator and Lead teacher.

**Classroom Interactions:**

* To treat each child with dignity and respect, encourage a positive self-image and confidence through everyday interactions.
* Help each child develop independence and self reliance in a positive and productive way.
* Assist children in efforts to communicate thoughts, feelings and experiences in positive ways.
* Encourage awareness of social skills and their role as an integral member of the group.
* Provide stimulating experiences which encourage the use of the thinking process to analyze problems and to arrive to different solutions following the Ohio Dept. of Education Early Learning and Development Standards in an early childhood classroom.
* Gear discussions to the individual and group needs of children in regards to interests, learning styles, ability level and special talents.
* Assist with cleanliness of children including diaper changes, toileting, hand washing, in a positive, constructive manner. Follow any and all guidelines set forth from the child care licensing ORC and program policies, And any other duties assigned by administrator.
* Provide superb supervision of children in the classroom, on the playground, outdoors, walks, and field trips (if applicable) and any time children are present.
* Can lift up to 30# regularly and up to 50# occasionally

**Classroom Environment:**

* Maintain standards of safety and implement safety rules based on the ages served in a constructive manner.
* Provide effective classroom management as per child care licensing ORC and program policies.
* Classroom should be free from clutter and personal items such as purses, jackets, etc.
* Maintain superb standards of cleanliness of classroom equipment, furnishings, etc. and remove any items that pose a threat to the health and safety of children.
* Other duties as assigned by the Lead teacher and/or administrator.

**Professional:**

* Arrive to work on time and be prepared for children and parents each day.
* Dress appropriately following the dress code requirements.
* Coordinate with Lead teacher and Administrator.
* Attend and participate in required meetings/trainings.
* Be conscious of children’s personal and special needs.
* Follow all program guidelines and state licensing rules set forth by Ohio Revised Code as appropriate to position held.
* Adhere to confidentiality guidelines when discussing or referring to children and families. All confidential discussions with families should be done by Lead teacher and/or administrator present. No confidential discussions will be held during classroom time or drop-off or pick-up times.
* Absolutely no “shop talk” during school hours. Personal discussions are to be done on personal time, not the children’s time.
* Provide necessary documentation to Administrator for employment and updates.

**Communication:**

* Work to maintain a favorable rapport with parents, families, co-workers, and administrator discussing positives of child’s day with families. All other information will be handled by the Lead teacher or Administrator.
* Use appropriate voice tones, syntax, vocabulary, and articulation in relation to students age, and ability.
* Use respectful and positive language with colleagues while at work or during off-site training remembering that you are an employee representing a professional program and takes constructive criticism well and uses it as a way to improve upon the knowledge gained.
* Build and maintain constructive relationships with Administrator, families, and community service providers(library outreach, local fire and police dept, etc.).
* Always maintain sensitivity, compassion and understanding towards the needs of, and diversity of all families. Refrain from talking negatively about families and children unless gaining information for assessments, evaluations, and the such. If private information must be shared, it is to be done confidentially with administrator.
* Never engage in argumentative discussions with families. You kindly & immediately direct them to have their discussion with the administrator.