

**SQUAXIN ISLAND CHILD DEVELOPMENT CENTER
JOB DESCRIPTION**

Job Title: Center Assistant
Department: Child Development Center
Reports To: Director of Operations
FSLA Status: Non-Exempt
Salary Range: \$11.00/Column A on the SICDC Salary Schedule
Prepared By: Bert Miller- October 2016
Approved By/Date: CDC Board of Directors
Number of Positions: 1 FT, 3 PT
Position Opens: August 28, 2017
Position Closes: September 08, 2017

SUMMARY OF RESPONSIBILITIES: The Center Assistant with guidance from the Lead Teacher and Director of Operations, will provide classroom support to provide a safe and nurturing environment for children and encourage their social, emotional and intellectual development. The Center Assistant will be trained in the design and implementation of developmentally appropriate curriculum according to Early Achiever guidelines. Attend administrative staff meetings, professional development training sessions and other center activities and events.

QUALIFICATIONS, EDUCATION AND EXPERIENCE: To be considered for this position, the applicant must meet the following criteria:

- Must be 16 years of age.
- Be able to pass an employee background check and be fingerprinted.
- Be able to pass pre-employment drug screening test.
- Obtain a T.B. test/screening.
- Meet all other federal or state requirements.

Education Requirements Upon Hiring:

- Completion of High School or GED
- If not completed must be enrolled in an educational program
- Meet Department of Early Learning General Staff Qualifications

ESSENTIAL DUTIES AND RESPONSIBILITIES: Staff/Child Relationships

Communication

- Interact frequently, affectionately, and respectfully by smiling, touching and holding children.
- Communicate directly with children at their level.
- Engage and communicate constructively with individual children during activities and routines.

Relationships

- Respect and observe children's interests. Intervene when needed to maintain safety.
- Enhance children's play with language, toys and activities.
- Be attentive, flexible, and supportive of children and their families during transitions.

Discipline

- Encourage and model social behavior and expectations which are developmentally appropriate.
- Acknowledge feelings with sensitivity and demonstrate appropriate expressions of emotions.

Staff/Parent Relationships

Communication

- Acknowledge all parents and visitors. Demonstrate a friendly, courteous, and professional demeanor.

Relationship

- Establish and maintain a Primary Caregiver relationship with the children and the families assigned

- Assist the Lead Teacher with planning and facilitating regular parent communications regarding orientation, transitions and goals.

Environment

- Assist in planning and attending special events, conferences and meetings.
- Share resources with parents and co-workers through discussion and newsletters.

Program/Curriculum

Development

- Assist the Lead Teacher with delivery of developmentally appropriate curriculum.
- Work with Lead Teacher to plan daily schedule which provides a balance of activities.

Environment

- Assist Lead Teacher with the design of an environment which responds to children's individual development levels.
- Foster positive self-concept by supporting individuality, and encourage creative expression.

Health/Safety and Licensing: With direction from Director of Operations and Lead Teacher adhere to all State of Washington licensing standards and requirements. Maintain and follow all safety and health guidelines and arrange working areas in accordance with health, safety and fire regulations.

PROFESSIONALISM/TEAMWORK: Attend administrative staff meetings, training sessions and other center events. Positively project the organization, mission goals and policies to parents. Maintain confidentiality about issues concerning other staff, children and families. Assume additional classroom

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide using whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS: The physical demands of a Classroom Assistant are representative of those that must be met by an employee to successfully perform the essential functions of this position. At any given moment during the employees shift the position may require frequent lifting, carrying, holding, bending, stooping, stretching, pushing, pulling, squatting, kneeling, reaching or moving children with a weight range of 10-50 pounds, or responding immediately and appropriately to multiple or unexpected situations or emergencies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRUG FREE WORKPLACE: The successful candidate will be required to have a pre-employment drug and alcohol screening test in accordance with SICDC's Drug-Free Workplace Policy.

BACKGROUND CHECK: Employment within The Squaxin Island Child Development Center is conditioned on completing and passing a complete Criminal History Background Check and finger-printing with the State of Washington Department of Early Learning.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Squaxin Island Tribe Personnel Policies.

CONTACT: Human Resources (360) 426-3442