

JOB DESCRIPTION

JOB TITLE: Early Childhood Classroom Assistant

DEPARTMENT: Early Intervention Program

SUPERVISION: Classroom Teacher and/ or Director

SALARY: Depending on Experience

CAREER STATUS: Full Time

GENERAL STATEMENT:

Early Childhood Assistant would work as a team member to provide a caring, safe and nurturing environment in a developmental preschool for children ages 3-5 years old and young children with disabilities; Assist Classroom Teacher with planned classroom activities following a daily routine, including transportation; Cleaning, organizing and preparing materials; Full Time position following a program calendar.

DUTIES AND RESPONSIBILITIES:

- Physically assisting students with tasks like eating, using the bathroom, riding the bus and/or moving from one classroom to another.
- Discuss the program's daily events with family members at drop-off and pick-up times.
- Assist to carry out a daily schedule that incorporates child-directed activity, care routines and transitions times, including active/quiet, indoor/outdoor and individual/group activities.
- Assist to organize & clean classroom space, equipment and materials throughout the day to ensure a clean classroom environment following COVID19 Policy & Procedure
- Assist to set up daily routines & activities with materials following a written lesson plan to take advantage of embedded learning opportunities.
- Provide experiences that promote children's understanding of their own and other cultures in our community.
- Assist to organize activities that promote & encourage problem-solving play, social play with others, and active engagement in developmentally appropriate activities.
- Assist to document children's activities-display using an online curriculum by observing how children use the materials to interact with each other and adults.
- Use observations to expand play and plan activities that recognize individual differences.
- Work with resource staff and other specialists to plan, carry out and review individual program plans.
- Assist to provide positive guidelines such as re-directing, positive language and reinforcement.
- Assist to provide transportation to and from the children's homes utilizing car seat safety protocols
- Assist in the preparation & clean-up of snacks or small meals for young children.
- Assist Classroom Staff with COVID19 Policy & Procedures to ensure a safe & healthy learning environment for young children.
- Assist in the supervision of young children in the classroom, when outside or on the bus to ensure a safe & healthy environment.
- Participate in community events/ activities as a representative of the program outside of regular business hours
- Adhere to WY Mandatory Reporting laws for Child Abuse and Neglect

- Maintain strict confidentiality for children & families
- Other work-related duties as assigned by the Director.

Performances standard and evaluation factors:

- 90 Probationary Period
- Eastern Shoshone Tribe Staff Performance Evaluation
- Background check

QUALIFICATIONS:

Minimum Qualifications:

- Computer Skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom, and/or other computer programs.
- Clean driving record
- Infant/Child CPR

Preferred Qualifications:

- Minimum of 2 years of work experience in early childhood education

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date