

**Southwestern Wisconsin Community Action Program, Inc.
Job Description**

Job Title: Classroom Assistant

Exempt (Y/N): N	Salary Level: 1
Location: Shullsburg	Department: Head Start
Supervisor: EC Specialist	
Prepared By: Lori Dilley	Date: 3/10
Approved By:	Date:

SUMMARY: Performs any combination of the following instructional tasks in classroom to assist teaching staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Assists teaching staff in implementing education curriculum in compliance with Head Start performance standards for all children.

Assists teacher in planning, implementing and assessing classroom lesson plans. Helps plan and implement developmentally appropriate activities in the following skill areas: cognitive, social emotional, language, literacy, self-help, safety, nutrition, fine and gross motor.

Discusses assigned teaching areas with classroom teacher to coordinate classroom activities. Arranges room to provide safe, developmentally appropriate use.

Assists teacher in providing professional, accurate, and timely documentation and reports including, but not limited to, lesson plans, child observations, newsletters, and assessments.

Assist teacher in conducting assessments on each child to individualize, show progress, and focus and address the child's strengths and weaknesses.

Use developmentally appropriate behavior guidance skills including positive reinforcement and redirection. Assist children in developing social problem-solving skills.

Involves parents in classroom activities to enhance program. Uses parents as a resource in their areas of expertise and cultural ethnicity. Makes parents feel welcome and important.

Welcomes children to class each day and assesses their health condition. Reports and documents any suspected problems.

Helps children put on and take off outer garments.

Reads to children, and teaches them simple painting, drawing, songs, and similar activities.

Directs children in eating, resting, and toileting.

Participates in meals and breakfast with children. Eats family style with the children. Provides appropriate guidance for meal time.

Supervises children in outdoor play areas.

Cleans classroom and sanitizes toys when needed.

Takes attendance as needed and accounts for all children throughout the day.

Assists in the safe transportation of children according to agency policies if directed.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Successfully completed 1 non-credit WHFS approved course in early childhood or completes within 6 months of hire date.

By Sept. 30, 2013:

Have a CDA credential or enroll in a CDA program that will be completed within 2 years. Or an A.A. degree in Early Childhood or be enrolled in a program leading to such a degree.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

Ability to help children with simple software programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid WI Driver's License

CDL License with School Bus Endorsement if required.

OTHER SKILLS AND ABILITIES:

Enjoys working with young children.

OTHER REQUIREMENTS:

Annual health exam required and initial proof of negative TB test.

Access to telephone.

Criminal background check required.

Annual driving record check if driving agency owned vehicles.

Random drug and alcohol screening if licensed as school bus driver.

15-25 hours of continuing education or training annually depending on employment status.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel or talk or hear. The employee is frequently required to walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance.

The employee must regularly lift and/or move equipment up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift/move equipment up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 essential functions.

While performing the duties of this job, the employee may be required to drive a vehicle in all types of weather and be exposed to outside weather conditions and is occasionally exposed to unpleasant odors and/or dirty working conditions.

The noise level in the work environment is usually moderate.

