

CLASSIFICATION SPECIFICATION

Early Childhood Classroom Assistant

FT/PT Class Code: 5145, 5645 Pay Grade: B/C 05 FLSA: Non-Exempt Rev. 06/15/17

SUMMARY STATEMENT: An incumbent is responsible for assisting the Early Childhood Classroom Teacher in the planning and implementation of child development activities for a particular classroom in the campus Child Development Center.

NATURE AND SCOPE:

An incumbent reports to the Child Development Center Manager and/or an Early Childhood Classroom Teacher. Incumbents are responsible for assisting in the planning and implementation of developmentally appropriate activities, assisting in the supervision of the children including directing them in self-care activities, maintaining the cleanliness of supplies and equipment, and interacting with the children, staff, and their families. Ages of the children may range from infants to school-aged.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists the Child Development Classroom Leader in the implementation of developmentally appropriate child development activities related to the following domains: cognitive, language, physical, and social emotional.
2. Assists with the supervision of the children, including directing them in self-care activities such as removing outer garments, eating, resting, toileting, etc.
3. Helps children develop habits of caring for their own clothing and picking up and putting away toys and books.
4. Monitors program environments for safety and corrects and/or reports any problems.
5. Interacts with staff, children, and their families.
6. Maintains the cleanliness of supplies and equipment and performs light housekeeping duties in the Center.
7. Plans, prepares, and/or serves meals and/or snacks as assigned.
8. Assists in the daily opening and closing of the Center.
9. Prepares and/or maintains written and electronic records as assigned.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College and program rules, child care regulations, and requirements.
- ◇ Knowledge of child behavior and development.
- ◇ Knowledge of child assessment strategies and tools.
- ◇ Knowledge of personal hygiene practices and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to prepare and maintain written records.
- ◇ Ability to enforce rules firmly, impartially, and effectively.
- ◇ Ability to use sound judgment and remain calm when confronted with emergency situations.
- ◇ Ability to distinguish and respond appropriately to inappropriate behavior.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and general experience with childcare; or other equivalent combination of education and experience.
- ◇ Ability to lift up to 50 pounds.
- ◇ Per DelaCare regulations--Successful completion of Training for Early Care and Education 1 and six months of experience working with children preschool age or younger in a group setting; successful completion of the traditional high school's career pathway program in early childhood as recognized by the Office of Child Care Licensing; or successful completion of six (6) college/university credits (three (3) in early childhood education and three (3) in child development) and six (6) months of experience working with children preschool age or younger in a group setting.
- ◇ Per DelaCare regulations--an FBI clearance, State of Delaware Criminal History Background check and a negative TB test are required of the final candidate prior to employment.
- ◇ C.P.R. and First Aid Certificate must be obtained within two (2) months of hire.