



EDUCATION ASSISTANT POSITION DESCRIPTION

Qualifications

High School Diploma or GED.

Food Handlers Card

Experience

Paid or volunteer experience with developmentally delayed or disabled children. Experience with children ages 0-3 preferred.

Responsible to:

Assigned Certified Teacher

General Responsibilities of the position are:

1. to assist teacher with classroom and natural environment duties as assigned.
2. to follow the policies and procedures established by the Children's Developmental Center's Board of Directors: The Child and Family Development Network.
3. to continue to obtain the knowledge required to remain current in the position by attending continuing education courses and workshops offered.

Specific Responsibilities

1. Assist teacher with data collection as assigned.
2. Work unsupervised when required.
4. During absence of teachers, instruct volunteers in methods and techniques to be used for instruction of individuals and groups. Supervise their activities during absence of teacher.
5. Set-up and arrange classroom and NE supplies according to plans and teacher's instructions. Responsible for proper care (cleaning and storage) of equipment and materials as assigned.
6. Assist teacher with preparation of materials needed for classroom & NE activities.
7. Participate in Ed team meetings by sharing observations and concerns about the children.

8 Perform other reasonably related duties assigned by the supervising Certified Teacher, Director or Program Director. (Examples of reasonably related duties to be assigned are as follows but not limited to the following: setup & clean-up room class; prepare snacks; wash toys; change diapers; stock bathroom; provide one-on-one services in NE, help with lesson plans, attend required meetings; generate and prepare art projects; take kids to and from the bus; inventory classroom and supplies; purchase supplies, etc.)

Physical Requirements:

For the safety of the children at the Center, the Assistant must be able to: hear a child's scream; catch a child who is running away; see a child's behavior and work at the level of the child.

The Assistant must be able to:

1. lift and carry all children in classroom. Ages birth to three years of age.
2. work for long periods of time on the floor in sitting, kneeling, and /or crawling positions.
3. twist as needed to reach for the child.