

Haverford Township - Job Description



Department: Parks and Recreation

Position: Part-time Classroom Assistant

FLSA: Non-Exempt

Hours: 20 hours per week, additional hours required outside of program time.

Wage Rate: \$14 - \$16 an hour

Position Summary:

The Classroom Assistant teacher position runs through the school year for the preschool-age recreation program for children ages 2.5 - 5yrs old. Job responsibilities include, but are not limited to, implementing daily activities set out by the Lead Teacher, co-teaching and creating specialized lesson plans within the curriculum, leading and assisting aftercare, caring for, playing with and teaching children in the program, supervising children during indoor and outdoor activities, and assist getting the classroom ready for the program start and closing down the classroom. A preschool teacher must have patience for children, warm and friendly personality and be able to relate to both children and adults.

The hours are 8:45am-12:45pm, Monday – Friday and the program runs late August to early June. Some days will require hours outside of the program time for special events, staff meetings and aftercare.

Qualifications:

- Successful completion of pre-employment screening including PA Child Abuse Clearance, PA Criminal Background Check and FBI Fingerprint clearance.
- Successful applicant will need to pass a drug and alcohol screening.
- 2 years' previous experience working with young children with an educational background preferred.
- High School Diploma or equivalent
- 1-2 years' experience educating and managing groups of children in a professional setting.
- Strong oral communication and organization skills.
- Excellent classroom management skills
- Ability to work well independently and as part of a team
- Knowledge of child development
- Basic computer skills
- Ability to follow all COVID-19 safety protocols.

Supervision received:

Works under the direction of the Little Explorers Lead Teacher, with occasional direction from the Little Explorers Director.

Essential Functions:

- Arriving to work at their assigned class ready for work, on time, before children arrive
- Check in with Lead Teacher about the plan of the day
- Greet parents and children in a friendly manner at the carline
- Check attendance and communication envelopes
- Interact with children
- Keep children engaged during activities/ circle time to avoid unwanted behavior
- Assist the children with planned activity
- Assist Lead Teacher in reaching individualized goals for children
- Prepare snacks
- Help with bathroom duties promoting independence
- Help with hand washing
- Clean tables and chairs before/after snack and after lunch
- Sweep floor after crafts, snack and before dismissal
- Help clean up paints/ glue brushes
- Help wash the children's snack dishes
- Stay involved in the classroom activity/ circle time
- Use kind, positive verbal approach, praise the children for their efforts.
- Remain calm and flexible
- Direct as many questions and concerns from parent to the Lead Teacher
- Direct as many "discipline" issue to Lead Teacher
- Responsible for leading daily activities when Lead Teacher is unable, allowing classroom schedule to continue
- Prepare and collaborate with staff to co-teach specialized lesson plans monthly
- Lead and assist at Extended Day
- Performs other duties as assigned
- And other duties as assigned.

Licenses, Registrations, or Certificates Required:

- None

Physical Demands:

Ability to lift and carry 15 to 25 pounds. Required to climb, bend, kneel, reach and squat frequently throughout a work shift. Frequent movement from standing to kneeling/ sitting on floor.

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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, read, write and type. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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.

Position involves a great deal of bending, squatting, kneeling, climbing, reaching and twisting.

Antidiscrimination Policy:

It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Selection Guidelines:

Formal application, rating of experience; oral interview and reference check; job job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.