



SUPPORT STAFF Position Description

A Great Experience for Student's Majoring in Education!

General Responsibilities:

To assist Child Development Specialist/ Lead Teacher with all classroom areas and provide a nurturing and safe environment for children ages 6 weeks to 8 years. To participate in project work; and to provide smooth transitions from one activity to another. Student Support Staff will help facilitate each child's emotional, social, intellectual, and physical growth. Students will also assist with daily routines and organization to maintain a creative, esthetically pleasing, and challenging classroom environment.

Required Qualifications:

1. Previous early childhood teaching experience
2. Completion of at least two Early Childhood Education courses.
3. Able to work a 3 hour shift minimum; days hours arranged

Essential Functions and Duties:

1. Assist in the observation and documentation of children's work and development
2. Assist with studio art projects and activities (helping to set-up and organize the materials)
3. Supervise children at play, help set limits, help children solve conflict, and express needs in appropriate ways.
4. Assist in maintaining the physical environment with clean-up, repair of books and toys, organization of materials, helping to keep the classroom neat and orderly.
5. Assist in snack, lunch and rest time in accordance with the routines of the classroom
6. Assist in providing a family friendly environment.

Other Duties and Responsibilities:

This job description does not state or imply that the duties listed on this description are the only duties to be performed by the employee of this position. The incumbent may be required to follow other instructions and to perform other duties requested by his or her supervisor, within reason.