

<b>Job Title:</b>	<b>Classroom Aide I</b>	<b>Supervised:</b>	<b>None</b>
<b>Department:</b>	<b>EC Learning Center</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Report to:</b>	<b>Volunteer Coordinator</b>	<b>Job #</b>	<b>0072014</b>

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### **GENERAL PURPOSE FOR JOB:**

Classroom Aide will directly assist the Teacher with a wide range of daily curriculum related to interactive learning, playtime, and meeting children's goals. He or she will assist with maintaining the cleanroom environment and functions.

### **PRIMARY RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO):**

- Maintain health and safety standards for children.
- Individual work with children.
- Assist in using the Object Communication system under direction of teacher.
- Other related duties as requested.
- Assist in and during story time
- Assist in sanitizing props and classroom equipment.
- Assist in field trips.
- Assist in weekly Sensory Motor Groups.
- Assist on individual child goals and benchmarks.

### **REQUIREMENTS**

- Background clearance (TB exam, health screening, live scan).
- Strong technical and organizational skills in addition to excellent written and verbal communication skills, in a professional environment.
- A high level of integrity, patience, dependability, and confidentiality.
- Must have the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow-up skills
- Strong goal orientation and self-motivation
- Ability to work independently and as part of a team
- Experience working with children under 6 years of age (not required).
- Experience working with special education students (not required).

### **TIME COMMITMENT**

- Willing to commit to volunteering for 3 months minimum.
- Willing to commit to a 3 hour minimum shift.

### **BENEFITS:**

- Build resume and explore career options.
- Apply skills and knowledge to the workplace.
- Access to break room and available snacks.
- Explanation of understanding of disabled community.
- Learn simple American Sign Language.
- Become an integral role in a child's growth to independence.