



## Support Staff / Teacher's Aide

Job Title: **Support Staff Person**  
FLSA Status: Non-Exempt  
Department: Youth Development

Status: Part-Time or Full-Time  
Reports to: Early Learning Director  
Revision Date: 7/18/2025

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### POSITION SUMMARY:

The Support Staff Person assists the classroom teacher to provide instruction, supervision, and provision of appropriate learning activities for all enrolled children at our Early Learning Centers. Under the direction of the classroom teacher, delivers comprehensive educational services to all children, helping them develop socially, intellectually, physically, and emotionally.

### ESSENTIAL FUNCTIONS:

Responsibilities and Duties:

- Assists the teacher in the classroom
- Assists with snack and lunch procedures according to the predetermined class schedule and as needed.
- Under the direction of the teacher, provides learning experiences that advance the intellectual and physical development of children.
- Provides special help and support to individual children as needed or assigned.
- Demonstrates a genuine interest in children and treats each child with respect.
- Uses positive guidance techniques while interacting with children.
- Helps maintain child-adult ratios in the classroom while teacher and assistant teacher stagger their lunch breaks and make preparations for afternoon class.
- Supervises lunch
- Assists children in washing hands and/or preparing for lunch, as requested by teacher.
- May assist in the following classroom duties as requested by the teacher:
  - Sanitizes tables and cleans chairs.
  - Sweeps floors, especially under tables and chairs.
  - Cleans general areas of the classroom and playground as assigned.
- Helps supervise children in other interest areas of the classroom as directed by the teacher.
- Assists teachers in encouraging parent participation:
- Assists in welcoming and training volunteers in the classroom.
- Promotes positive communication with parents.
- Expected to assist in maintaining safe and healthy environments for children and staff by immediately reporting health and safety risks/concerns or potential concerns to a leadership staff member.
- Other job-related duties as assigned may be necessary to carry out the responsibilities of this position.

### Additional Responsibilities:

All Early Learning staff share responsibility for the well-being of the school. Aspects of this responsibility are:

- Maintaining and striving for an openness to understand and work with the goals and objectives of Early Learning and child development.

- Attendance and participation in scheduled staff meetings, as well as work days throughout the academic year as scheduled.
- Make themselves available, as appropriate to support Early Learning Centers.
- Attendance/assistance at major all-school activities and open houses.
- Responsible for upholding all staff safety requirements including cleaning protocols throughout the day, as required by my department.

#### **QUALIFICATIONS:**

- High school diploma or GED required and one year experience in general office practices
- Strong organizational skills and ability to prioritize workload.
- A deep love for children, respect for parents, enjoyment of working in collaboration with faculty and staff colleagues, joy and enthusiasm in their work, and a commitment to self-development in order to become a model worthy of imitation by the children.
- Strong interpersonal skills
- Strong written and verbal communication skills
- Successfully complete DCF background screening requirements as well as meet the association policies on background screening.

#### **CERTIFICATIONS AND TRAINING REQUIREMENTS:**

- Infant/child CPR & First Aid
- Annual completion of Blood Borne Pathogens training
- Annual completion of Child Sexual Abuse Prevention class
- Staff Safety Requirements/Cleaning Protocols
- Additional training classes as recommended by supervisor.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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 regularly required to sit, kneel or stand extended periods of time. The employee frequently is required to reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move 15 pounds or more.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

This organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the This organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the This organization may deem appropriate.

#### **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_