



## **CHILDCARE ASSISTANT POSITION DESCRIPTION**

### **POSITION SUMMARY**

The Childcare Assistant supports the delivery of high-quality, nature- and play-based programs for children aged 3 months to 12 years. This role assists in implementing curriculum, supervising children and classroom activities, and fostering a nurturing, inclusive environment that promotes children's growth and learning. Working closely with teachers, aids, and families, the Assistant helps create meaningful experiences that align with the mission of the Little Forest School. Job responsibilities are performed under the direction and supervision of the Childcare Director.

**Pay Rate:** \$15 - \$16.50/hour

### **ESSENTIAL FUNCTIONS**

Specific responsibilities may vary based on program needs and teaching assignments and are subject to change as needed.

#### **Program Delivery**

- Assist the Childcare Teacher in delivering engaging, developmentally appropriate programming rooted in nature exploration and play-based learning.
- Support children's achievement, belonging, and positive relationships through purposeful activities.
- Contribute to systematic observations and evaluations to support each child's growth and development.
- Maintain accurate program records, including evaluations and child observations.

#### **Classroom Supervision**

- Support daily classroom operations, including supervising children and ensuring a safe, inclusive environment.
- Assist in providing ADA accommodations to foster an inclusive environment.
- Assist in maintaining the program site and equipment, ensuring safety and cleanliness standards are met.
- Follow all federal, state, and local licensing regulations, safety protocols, and standards.
- Maintain confidentiality of children's records and family information.
- Complete 15 hours of continuing education annually, including abuse and neglect training every two years.

#### **Community Engagement**

- Build strong relationships with families through effective communication and a welcoming approach.
- Engage parents and connect them with available resources.
- Attend and contribute to special events, staff meetings, and training sessions.
- Collaborate with the team to create a positive and inclusive environment.

## **QUALIFICATIONS**

### Age

- At least 18 years of age

### Education:

- High school diploma or equivalent.
- Completion of at least one DCF approved non-credit courses or one college-level classes in early childhood education or completes that training within 6 months after hire.

### Certifications:

- CPR, First Aid, AED certification (or within 3 months of hire).
- Abusive Head Trauma Prevention Training.

### Skills and Physical Requirements:

- Experience working with diverse populations and developing authentic relationships with families and children.
- Ability to engage in physical activities with children including bending, lifting, sitting at their level, and staying active throughout the day.
- Comfort working in an environment that involves regular exposure to cleaning products, bodily fluids, and common viruses.
- Reasonable accommodation is available for individuals with disabilities.