

# Classroom Associate



**Hours** Full-time-40 hours/ Part-time 25 hours

**Reports to** Classroom Teacher

## Position Overview

The classroom associate is responsible for assisting the teacher as directed in learning experiences for the students to which he/she is assigned in the areas of spiritual development, cognitive, receptive and expressive language, fine and gross motor and self-help, and social skills. The classroom associate is responsible for the assisting in classroom activities and implementing educational curriculum designed for each student as directed by the teacher and to further the ministry and mission of the Little Light House. The classroom associate is responsible for assisting with the supervision of volunteers in the classroom and performing other duties as assigned.

The classroom associate clearly understands and embraces that they are a part of Little Light House; a Christian Development Center with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

## Principal Duties and Responsibilities

- > Coordinate daily with teacher regarding classroom preparation and lesson plans.
- > Prepare materials for classroom as needed.
- > Daily cleaning and disinfecting of classroom toys, furniture, equipment, and flooring
- > Maintain necessary supply of disposable items (i.e. Kleenex, paper towels).
- > Implement appropriate classroom curriculum as directed by teacher.
- > Assist teacher with implementation of annual goals and objectives for each student.
- > Assist teacher with implementation of appropriate behavior management techniques.
- > Assist teacher with implementation of activities as recommended by physical, occupational, and/or speech therapist.
- > Assist in the training, supervision and encouragement of classroom volunteers.
- > Adhere to all program policies and procedures including universal precautions.
- > Daily attendance at Flock.
- > Attendance at designated staff meetings.
- > Attendance at 4 designated parent meetings: Back to School Night, Float Night, Family Christmas Party, and Volunteer Bash (full-time only)
- > Attendance at LLH fundraising events: Mini-Laps, Laps for Little Ones and Garden Party
- > Attend workshops/seminars as requested, CS In-services and relevant conferences.
- > Other duties as assigned by supervisor.

- > Able to prioritize tasks and manage multiple tasks.
- > Anticipate needs of the classroom.
- > Other duties as needed or required.

## **Supervision Exercised**

- > Assist in the training, supervision and encouragement of classroom volunteers.

## **Qualifications & Skills**

### *Required*

- > High School diploma or equivalent
- > At least one year's experience working with children birth through six years old
- > Obtain/Maintain CPR certification
- > Be able to lift, pull, push and/or carry 50 pounds across a room.

### *Preferred*

- > Some experience with children with special needs preferred.
- > Basic knowledge of special education preferred.