



Hours 40 hours/week, M-F 7:30am - 4pm

Reports to Classroom Teacher

Position Overview

The Classroom Associate is responsible for assisting the classroom teacher in learning experiences for the preschool-aged students to which they are assigned in spiritual development, cognitive, receptive, and expressive language, and fine, gross motor, self-help, and social skills. The Classroom Associate is responsible for assisting in classroom activities and implementation of an educational curriculum designed for each student as directed by the teacher to further the ministry and mission of 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

- > Coordinates daily with the teacher regarding classroom preparation and lesson plans.
- > Prepares classroom materials daily and prepares for the upcoming week on Friday.
- > Leads the classroom and carries out planned lesson plans and activities if the classroom teacher is absent.
- > Manages purchase orders for classroom supplies bought for the classroom.
- > Daily cleans and disinfects classroom toys, furniture, equipment, and flooring after students leave.
- > Maintains necessary supply of disposable items (i.e., Kleenex, paper towels, etc.).
- > Implements appropriate classroom curriculum as directed by the teacher.
- > Assists the teacher with implementing annual goals and objectives for each student.
- > Assists the teacher with the implementation of appropriate behavior management techniques.
- > Assists the teacher with implementing activities as recommended by physical, occupational, and speech therapists.
- > Assists in the training, supervision, and encouragement of classroom volunteers.
- > Returns and restocks classroom supplies in the resource room.
- > Adheres to all program policies and procedures, including universal precautions.
- > Daily attends Flock.
- > Attends designated staff meetings.
- > Attends and participates in weekly associate meetings.

- > Attends designated parent meetings: Back to School Night, Float Night, and Family Christmas Party.
- > Attends LLH fundraising events: Mini-Laps, Miles, and Garden Party.
- > Attends workshops/seminars as requested, CS In-services, and relevant conferences.
- > Prioritizes and manages multiple tasks.
- > Anticipates the needs of the classroom.
- > Obtains and maintains CPR certification
- > Communicates daily through Microsoft teams and email.
- > Other duties as assigned by the classroom teacher or Director of Education.

Supervision Received

- > Reports to Classroom Teacher

Supervision Exercised

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

Qualifications & Skills

Required

- > High School diploma or equivalent
- > 1+ year of experience working with children from birth through six years old
- > Obtain/Maintain CPR certifications
- > Ability to lift, pull, push, and carry 40lbs across a room

Preferred

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