

Part-Time Classroom Associate



Hours 25 hours/week, Mon-Thurs 7:30am - 1:30pm

Reports to Classroom Teacher

Position Overview

The classroom associate is responsible for assisting the teacher in learning experiences for the students to which they are assigned in spiritual development, cognitive, receptive and expressive language, fine and gross motor and self-help, and social skills. The classroom associate is responsible for assisting in classroom activities and implementing educational curriculum designed for each student as directed by the teacher and furthering the ministry and mission of Little Light House. The classroom associate is responsible for supervising classroom volunteers alongside the teacher 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 classroom staff regarding classroom preparation and lesson plans.
- > Prepares materials for the classroom as directed by the teacher.
- > Daily cleaning and disinfecting of classroom toys, furniture, equipment, and flooring.
- > Implements appropriate classroom curriculum as directed by the teacher.
- > Assists teacher with implementing annual goals and objectives for each student.
- > Assists teacher with the implementation of appropriate behavior management techniques.
- > Assists teacher with implementation of activities as recommended by physical, occupational, and speech therapists.
- > Assists in the training, supervision, and encouragement of classroom volunteers.
- > Adheres to all program policies and procedures, including universal precautions.
- > Daily attendance at Flock.
- > Attendance at designated staff meetings.
- > Attendance at LLH fundraising events.
- > Attends workshops/seminars as requested, CS In-services, and relevant conferences.
- > Communicates daily through Microsoft teams and email.
- > Prioritizes and manages multiple tasks
- > Anticipates needs of the classroom
- > 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
- > Basic knowledge of special education