

Assistant Group Supervisor/Aide

Job Description

School-based Before/After School Age, Kindergarten LEAP Programs/ Extended Day

Stepping Stones Children's Center, Inc.

2021

General Position Description

The Assistant Group Supervisor/Aide supports the Teachers and/or the Group Supervisors by helping to create a caring and safe before/after school environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment and develop positive relationships with the children and their parents. Assistants/Aides are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and/or the Group Supervisor.

This Position Reports to the Program Site Director/Group Supervisor

Key Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain daily communications with parents through informal discussions.
- Ability to communicate effectively with children to ensure safety, relationships, and guidance
- Encourage self-help and good hygiene through behavior modeling.
- Follow all Stepping Stones policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

Additional Knowledge, Skills and Experience Required

- Minimum of 1-2 years of professional experience working/volunteering with children.
- High energy.
- Ability to work well with others.
- An understanding of child development.
- CPR and First Aid certification.
- Must clear drug screening test.
- Must clear full background check.
- Must pass health screening.

Educational Requirements

- High School Diploma and at least 2,500 hours experience working with children or significant college credits in elementary education or related field of study.
- Willingness to complete a CDA, SAC, or credit equivalent course work

Employment Type

Full-time or Part-time