

**Job Description**

**Position Title:** Support Staff Member **Reports To:** Director

**Job Status:** Non-Exempt

**Position summary:**

Assist with the instruction of preschool and school-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in a child care center. This position requires North Carolina state certification.

 **Essential Functions:**

* Fills in classrooms as needed and provides lunch breaks as dictated by the schedule of the staff. Encounters children of a variety of ages from six weeks to 12 years.
* Enthusiastically greets and engages with parents at drop-off and pick-up times.
* Maintain a positive relationship with parents and staff.
* Inputs each child’s daily activities into an interactive app for parents in a consistent, timely and accurate manner throughout the day, as needed.
* Create a soft, calm, safe and loving environment.
* Implement daily scheduled activities for children, with a focus on Language Development, Social Skills, and Gross Motor/Coordination Skills.
* Ensure the daily care of every child by following all licensing guidelines and implementing all ACWLC company standards.
* Serves, records, and cleans up daily meals for children in accordance with appropriate sanitation and CACFP guidelines.
* Clean and organize classrooms as directed.
* Works cooperatively with and assists Teachers and other staff members.
* Works effectively with ACWLC Corporate personnel members and implements strategic tactics as indicated.
* Adhere to all ACWLC policies as set forth in the Team Orientation and Personnel Handbook.

 **Additional Responsibilities:**

* Other responsibilities as assigned.

**Attributes:**

* **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* **Originality** - The ability to come up with unusual or clever ideas about a given topic or situation.
* **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Speaking -** Talking to others to convey information effectively.
* **Speech Clarity** - The ability to speak clearly so others can understand you.
* **Speech Recognition** - The ability to identify and understand the speech of another person.
* **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
* **Instructing** - Teaching others how to do something.
* **Time Management** - Managing one's own time and the time of others.
* **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
* **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
* **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
* **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
* **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
* **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
* **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Experience and Education:**

* A High School Diploma or equivalent. Associate’s Degree in Early Childhood Education or related field preferred.
* Experience in a licensed child care facility preferred.
* Must meet licensing, education, and degree requirements established by the state of North Carolina

**Physical Demands:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | ***Rarely*** | **Occasionally** | **Frequently** |
| Stand |  |  | x |
| Walk |  |  | x |
| Sit |  | x |  |
| Use hands to finger, handle or feel |  |  | x |
| Reach with hands and arms |  |  | x |
| Climb or balance |  | x |  |
| Stoop, kneel, crouch or crawl |  | x |  |
| Talk or hear |  |  | x |
| Taste or smell |  | x |  |
| Lift up to 10 pounds |  |  | x |
| Lift up to 25 pounds |  |  | x |
| Lift up to 50 pounds |  | x |  |

**While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.**

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| --- | --- | --- |
| **Supervisor Name** | **Supervisor Signature** | **Date** |
|  |  |  |
| **Employee Name** | **Employee Signature** | **Date** |
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