

Position: Campus Club Aide (Teacher Assistant)

Department: Child Development

FLSA: Non-Exempt

Reports To: Campus Club Instructor or
Supervisor/School Age Coordinator

Hourly: Child Development Salary
Schedule

SUMMARY

Campus Club Aide assists the program instructor for an individual class in the direct care and supervision of the children and maintains program standards.

NATURE AND SCOPE

Works under direct supervision of the class Instructor or Lead Instructor. Follows well defined guidelines, policies and written procedures. Exercises patience, tolerance and objectivity when working with individuals or groups of children. Uses judgment to determine children’s needs and when to seek assistance from Instructor or other staff.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Campus Club instructional series which requires some additional college level course work in Child Development, Early Childhood Education or a related field. Advancement is possible along the instructional or supervisory track but will require additional formal classes, training and experience as defined by State regulations. May qualify for the Instructional Assistant career ladder.

ESSENTIAL TYPES OF DUTIES (Examples)

- Works with Instructor to implement lesson plans by providing positive learning experiences for children.
- Assists the Instructor in maintaining classroom discipline and order by observing the activities of the children.
- Gives each child individual and special attention. Responds to each child’s particular needs and characteristics. Insures that all children receive equal attention.
- Assists Instructor with attendance. Phones individual parents regarding child’s attendance.
- Reports to the Instructor any signs of illness or distress observed in the children. Aids in dealing with the situation, as appropriate.

- Sets up and arranges supplies and equipment in the classroom as directed.
- Prepares teaching aids, labels, charts, bulletin boards and displays as instructed.
- Helps to ensure that program policies and procedures are followed at the school site.

QUALIFICATIONS

Knowledge and Skills: Requires a basic knowledge of child guidance principles and practices and an understanding of the goals and objectives of the Campus Club program. Knowledge of arithmetic, grammar, spelling, language and reading sufficient to assist students with homework or other projects is required. Requires good communication skills to interact with students, staff and parents. General knowledge of basic clerical and record keeping processes is necessary.

Abilities: Ability to perform the essential responsibilities and work tasks of the position. Demonstrates ability to understand and interpret teacher's instructions in order to assist in instruction of children. Ability to understand the needs and differences of children and to reach and motivate them. Requires the ability to balance emotional support and discipline to deal with behavior problems. Ability to perform clerical and classroom support duties with minimal supervision. Work is performed in a classroom setting, presenting minimal exposure to health or safety hazards. Requires normal hearing and speaking skills to communicate with staff and students. Requires visual acuity to read numbers and words.

Education and Experience:

Must be 18 years of age, high school diploma or GED required. Six college units in Child Development, Early Childhood Education or other related field with emphasis on elementary age children as delineated in a Board approved college course list; and at least three months experience in a school age enrichment program or child care setting preferred.