

Support Staff Job Description:

Status: non-exempt (hourly)

Compensation: based on level of education and experience

Benefits: paid holidays, health and dental (provided to full-time employees, 50% employer coverage), paid time off (personal, sick, vacation), paid professional development days, applicable childcare benefit, and retirement benefit (with an employer match); strong dedication to supporting work/life balance.

Position Summary: In cooperation with the Lead Teacher of each classroom, maintain overall classroom operations, implement daily curriculum (if applicable), and maintain health and safety practices according to DEEC regulations and Children First Enterprises' (CFE) philosophy, policies, and procedures. Support teachers rotate between rooms throughout the day to support breaks, meetings, etc. and then serve as closers each day. Support teachers should be fast paced, flexible, eager and ready to help when they enter the classroom.

EDUCATION REQUIREMENTS:

- Department of Early Education and Care Preschool Teacher certified, or working towards this certification, preferred
- Associate's Degree in Early Childhood Education or related field or matriculation in an ECE program, preferred
- Obtain and maintain current certificate in Emergency First Aid and CPR within three (3) months of employment and complete DEEC required Strong Start Essentials training.

SKILLS AND EXPERIENCE:

- A minimum of two (2) years' experience working in a preschool program setting is preferred.
- Knowledge of or training in the following preferred: EEC regulations.
- Strong communication and effective problem-solving skills
- Effective and strong classroom/time management and organizational skills.
- Flexibility/adaptability to change pace and expectations among age groups as moving throughout the program
- Computer Literacy: Basic Word processing and computer skills
- Ability to maintain confidentiality in a professional manner.
- Ability and willingness to work as a team member.
- A strong commitment to quality childcare and education.

DUTIES/RESPONSIBILITIES:

- Supporting the teacher, role-modeling, and activities of each assigned classroom each day, and contributing to the functioning of each classroom.
- Participate in monitoring the classroom to maintain a safe and healthy environment.
- Support teachers in each assigned classroom in terms of classroom and behavior management.
- Supporting the daily closing of the center through cleaning, supervision of children, and maintaining relationships with families at pick-up time.
- Assist in maintaining adequate supplies and equipment for the classroom.
- Communicate any questions, problems, or concerns to their supervisor in a timely manner.
- Maintain ongoing communication with team members and support staff.
- Maintain strong relationships with each child.
- Attend training and professional development opportunities.
- Read and be knowledgeable about information on program wide children and their specific needs where applicable.
- Work as a member of a team with others within each assigned classroom and the program as a whole.
- Monitor attendance and documentation.
- Attend regular CFE staff meetings
- Provide guidance and involvement in center activities as needed.
- Other duties and responsibilities assigned by management.
- This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the organization.
- Pursuant to Massachusetts General Laws, Chapter 119, Section 51A you are a mandated reporter and held to the statutory reporting requirements.

ESSENTIAL FUNCTIONS:

- Must continuously stoop, crawl, kneel, and bend in order to speak to children at the child's eye level; to play with children indoors and outdoors, clean tables, and to pick up toys from the floor.
- Continuously maintain visual and auditory supervision of children at all times to ensure their safety in the classroom, on the playground, and during field trips/events.
- Occasionally required to lift or move average weight material in the classroom.
- Frequently required to lift, carry, and hold children approximately 20-70 pounds.

- Flow of work and character of duties involve normal mental and visual attention much or all of the time.
- The work environment is an indoor classroom environment with daily extended exposure to outdoor weather.
- The noise level of the classroom is lively.

EMPLOYMENT REQUIREMENTS:

- Background Record Check as required.
- Complete new employee orientation.
- Every employee is expected to respect and interact in a positive manner with coworkers, program participants, and the public at large.
- Children First is an Affirmative Action/Equal Opportunity Employer/Drug Free Employer.

Work Location: In person