

# **CLINTON COUNTY CAP JOB DESCRIPTION**

## **Clinton County Early Learning Center**

### **CENTER ASSISTANT**

#### **MISSION:**

In collaboration with our community, Clinton County Early Learning Center will provide a safe, high-quality environment that educates and empowers our children and families to be successful, self-advocates throughout their lives.

#### **Primary Objectives:**

Assist the education staff with the appropriate implementation of the high-quality education program in the classrooms including interacting and engaging with children during play and conversation and help teacher with classroom's responsibilities.

#### **Responsibilities:**

1. Treats all people with dignity and respect.
2. Works cooperatively with all staff.
3. Attend all required meetings and trainings.
4. Assists in the implementation of developmentally appropriate activities in the classrooms and on the bus.
5. Assists in maintaining a safe and healthy environment for the children that includes assisting teachers with cleaning classrooms and other rooms that the children use.
6. Assists in implementing activities and maintaining the environment to help the children develop social/emotional, language, cognitive, and gross/fine motor skills, including actively interacting with the children in the classrooms and on the bus as a rider.
7. Will fulfill a teacher's role in the classroom when a teacher is absent, or program is low in ratio. At times may be asked to assist teachers at one of the other CAP Head Start/childcare sites
8. Will be used as ratio for teacher's breaks and when teachers have an IEP or other required meeting.
9. Manages the classroom independently when needed, including the implementation of all policies and procedures, paperwork, child management.
10. Physically assists children ages Birth to 12 years of age when needed. Ability to lift a 40-pound child.
11. Maintains professional boundaries with families and with other staff.
12. Model and assist the children in self-help, healthy, dental, and safe habits.
13. Ability to clean up after children who have toileting accidents or who have become ill.
14. Serve as an advocate for the children and families.
15. Comply with laws, regulations, rules, and agency policies and procedures
16. Completes additional duties assigned

#### **Qualifications:**

- GED or High School Diploma and willing to gain Child Development Associate certification within two years of employment
- 18 years of age or older
- U.S. citizen or legally able to work in the US
- Pass all required background checks
- Have all required vaccinations or exemptions on file & complete medical examination
- Must support all Head Start goals and objectives
- Good problem-solving skills
- Complete and maintain Health Trainings

**SUPERVISION:** Assistant Director/Education Coordinator – Erdman Early Learning Center Site A and B, CCELC Director at Alex Dr.

**EMPLOYEE BENEFITS:** See page 6 of personnel policies

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**  
Clinton County Community Action is an equal opportunity employer committed to creating a diverse and healthy workplace.

**Job Description Acknowledgement Form**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_