



Classroom Support Teacher

REPORTS TO: Assistant Director

JOB SUMMARY:

The purpose of the Classroom Support Teacher is to provide support and coverage to teachers so they can utilize their planning time effectively, as well as to provide coverage during breaks and lunches. This position requires an individual who can be flexible, patient, and handle change.

Stepping Stones of Grosse Ile is committed to being more than just a job. The goal for our employees and the centers is to create a place that becomes a family. Stepping Stones focuses on providing a caring and friendly atmosphere, from smiles to hugs, for both the children and the employees. Stepping Stones offers an upbeat, happy environment and is highly committed to every teacher's professional growth. This is a career opportunity for anyone looking to gain professional experience with children while working for an inspiring and growing company.

QUALIFICATIONS:

- Must be certified in CPR/First Aid (can be completed after hire).
- Previous experience in a child care setting is preferred.

ESSENTIAL FUNCTIONS:

- Will be expected to fill in for whatever position they are covering for whether it is for the lead teacher, assistant teacher, or aide.
- Will need to participate and direct any scheduled activities with the children.
- Will be responsible for keeping the children safe.
- Will be responsible for assisting with diaper changes or potty breaks.
- May need to oversee snack time for the children.
- May need to escort children outdoors for outside play time and monitor them for safety.

- Will need to ensure children are dressed appropriately for outside weather conditions.
- Will be responsible for communicating any happenings to the teacher upon their return to the classroom.
- Will be expected to encourage the children to clean up their areas when they are done with an activity and oversee the process.
- Notify director/assistant director of any emergencies.

KNOWLEDGE:

- Should be knowledgeable about Early Childhood Education.
- Should be knowledgeable on how to resolve conflicts among students.

SKILLS AND ABILITY:

- Must be able to be flexible and go wherever needed.
- Needs to be able to handle change.
- Should possess strong communication skills.
- Must have the ability to multitask.
- Must have the ability to remain calm in an emergency.
- Need to be able to sit or stand for extended periods of time.
- Need to be able to bend and squat.
- Need to be able to lift up to 40 pounds.

EEO/AAP POLICY STATEMENT:

Stepping Stones of Grosse Ile provides **equal employment opportunity** to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.