



Position Description

RECC Educational Assistant

Purpose: The RECC Educational Assistant is responsible for assisting the Lead Teacher / Director in creating a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education.

Report To: Director of Rehoboth Early Childhood Center

Terms of Employment: School year position based on 7.5 hours a day, 35 - 40 hours a week, 185 days per year.

Qualifications:

1. Experience working with children ages 3-5.
2. Associates degree in Early Childhood Education. If no degree, must commit to enrolling in 12 credit hours per year towards an Associates degree in Early Childhood Education.
3. High energy and ability to work well with others (staff, children, and families).
4. An understanding of child development.
5. Strong oral and written communication skills and basic computer skills.
6. Excellent organizational and interpersonal skills.
7. Ability to teach in a culturally responsive manner.
8. Infant/child CPR and First Aid certification.
9. Must clear full background check.

Responsibilities:

1. Under the direction of the Teacher/Director, the Educational Assistant will prepare activities, provide instruction, supervise the students and maintain program standards.
2. Meet periodically with Early Childhood staff and when appropriate with Rehoboth Staff.
3. Be willing and ready to step in as Lead Teacher when needed or when Lead Teacher is out for the day.
4. Attend Family/Teacher Conferences and communicate effectively with families as needed.
5. Assist with completing assessments of students.
6. Participate in weekly reflections with the Lead Teacher.
7. Participate in Family Nights and other PreK events.
8. Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and supervision of children.
9. Ensure all center policies, state regulations, and NM PreK Standards are met.
10. Participate in 24 hours of professional development each year.
11. Duties as otherwise assigned.

Updated: October 2023