



EL CAMPITO CHILD DEVELOPMENT CENTER
EL CAMPITO
CENTRO DE EDUCACION PREESCOLAR

El Campito Inc. • 1024 Thomas Street South Bend, IN 46601 • P: 574-232-0220 • F: 574-232-7662 • www.elcampito.org

POSITION TITLE: Support Staff

PROGRAM: El Campito Child Development Center

SUPERVISOR: Director of Programs and Operations

LOCATION: El Campito Child Development Center

SUMMARY: Support staff work in classrooms throughout the building in order to support lead teachers as an extra set of hands and maintain required staff to children ratios through filling in classroom positions as necessary. While doing so they provide a comfortable, secure, developmentally appropriate environment for children, infants to school ages.

EDUCATION:

One of the following:

- A current Child Development Associate (CDA)
- A Bachelors of Arts or Science degree in Early Childhood Education or Elementary Education with a pre k-3rd grade licensure from an accredited college or university
- A Bachelors of Arts or Science degree from an accredited college or university that includes 15 credit hours in college-level courses with content relating to the needs, skills, development, or teaching methods of children 6 years of age or younger from an accredited college or university
- A two year associate degree in early childhood education from an accredited college or university
- A high school diploma or GED

QUALIFICATIONS:

- Must meet federal and state health and safety requirements including a national criminal history check.
- Successful completion of physical exam and negative TB and drug screenings.
- Must be able to lift a minimum of 45 pounds
- Be able to work flexible hours
- Possess a strong, team-centered work ethic and be prompt to work each day
- Maintain Universal Precautions, First Aid and Adult and Infant/Child CPR training



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in Classrooms:

- Assist with the evaluations of children by taking anecdotal notes when appropriate and share with Co-Teachers
- Assist with the implementation of daily lesson plans based on the HighScope curriculum and the Foundations to the Indiana Academic Standards for Young Children
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the classroom and lesson plans
- Assist with classroom organization and development of interest areas with age-appropriate materials and activities that meet the emotional, social, cultural, intellectual and physical developmental needs of all the children in the classroom
- Implement a consistent daily schedule that incorporates both small and large group activities both within and outside the classroom for multi-ethnic groups of children

Build Family and Community Relationships:

- Maintain ongoing, open communication with parents/ caregivers through conversation, newsletters, and flyers
- Participate in Family Activity Nights
- Assist with child transition into the classroom with parents and act as a liaison with families to ensure a smooth transition from home to El Campito and/or classroom to classroom when needed
- Cultivate and maintain positive relationships with El Campito Child Development Center program participants, staff and the community
- Develop relationships with community professionals to further El Campito Child Development Center's capacity to meet the needs of the children and families
- Reflect El Campito Child Development Center in a positive manner in the community



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Maintain Health, Safety and Nutrition Standards:

- Maintain up to date and accurate emergency forms, CACFP forms, attendance, behavior, and accident reports and submit to Program Director as required
- Report any symptoms of child abuse to supervisor and/or child abuse hotline
- Provide constant supervision of all children through both sight and sound
- Adhere to staff-child ratios at all times in accordance to state licensing regulations
- Serve breakfast, lunch, and/or snacks in accordance of CACFP and licensing health, safety, and nutrition guidelines
- Report all staffing and classroom concerns to program director in a timely manner
- Ensure that co-teachers, and program directors are kept updated in all matters concerning the classroom and program, i.e. meetings, lesson plans, policies & procedures, training received etc.
- Assist with the maintenance of a clean, healthy, safe learning environment – both inside the classroom and outside (playground and grounds) - and submit requests for repairs or other maintenance needs to directors