



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: School Age Teacher/Support Staff

PROGRAM: El Campito Child Development Center

SUPERVISOR: Director

LOCATION: El Campito Child Development Center

SUMMARY: The School Age Teacher/Support Staff at El Campito Child Development Center is a dynamic position, combining teaching responsibilities and crucial support functions. This individual plays a pivotal role in maintaining a secure, developmentally appropriate environment for children, from infants to school-aged, while supporting lead teachers and ensuring compliance with regulations.

EDUCATION: One of the following:

- Current Child Development Associate (CDA)
- Bachelor's degree in Early Childhood Education or Elementary Education with pre-K-3rd grade licensure
- Bachelor's degree with 15 credit hours in child-related courses
- Two-year associate degree in early childhood education
- High school diploma or GED

QUALIFICATIONS:

- Meet federal and state health and safety requirements, including a national criminal history check
- Successful completion of a physical exam, negative TB, and drug screenings
- Ability to lift a minimum of 45 pounds
- Flexibility to work variable hours
- Strong team-centered work ethic and punctuality
- Maintain Universal Precautions, First Aid, and Adult and Infant/Child CPR training

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Teaching:



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

- Facilitate positive social behavior in classrooms and community settings
- Implement age-appropriate classroom management strategies
- Write and implement daily lesson plans during breaks
- Conduct activities to enhance reasoning and problem-solving skills
- Provide child-centered educational activities within and outside the classroom
- Collaborate with co-teachers and maintain staff-child ratios

Assisting in Classrooms:

- Assist with evaluations of children and share observations with co-teachers
- Implement daily lesson plans based on the HighScope curriculum and academic standards
- Foster cultural competency by incorporating diverse values into lesson plans
- Assist with classroom organization and development of interest areas

Building Relationships with Families and the Community:

- Maintain open communication with parents/caregivers through various channels
- Participate in Family Activity Nights
- Assist with child transitions and act as a liaison with families
- Cultivate positive relationships with program participants, staff, and the community
- Reflect El Campito Child Development Center positively in the community

Maintaining Health, Safety, and Nutrition Standards:

- Keep emergency forms, CACFP forms, attendance, behavior, and accident reports up to date
- Report any child abuse symptoms to the supervisor or hotline
- Ensure constant supervision of all children
- Adhere to staff-child ratios and licensing regulations
- Serve meals and snacks following health and safety guidelines
- Report staffing and classroom concerns to the program director
- Assist with maintaining a clean, healthy, and safe learning environment