



FINAL  
2024 Payrate  
\$15.00 to \$17.64/hour

## North East Community Center Position Description

**Position Title:** Early Learning Program Assistant (Per Diem)  
**Working Title:** ELP Assistant  
**Classification:** Per-Diem, hourly, non-exempt, not benefits eligible  
**Hours:** Up to 30 hours per week as needed; Expected schedule will be 8am-4pm or 10am-6pm as needed between Monday - Saturday, depending on the needs of the program. Appropriate breaks are required.

**Primary Role:** The ELP Assistant (Per Diem) will deliver programming to children ages 12-48 months depending on the design of the classroom they are assigned, in support of the daily planning of the ELP Manager/Lead Teacher. The ELP Assistant will work as part of a classroom team with other staff to provide developmental support, milestone achievement, behavioral modelling, social-emotional learning, and other attributes according to the desired program outcomes. This program will operate year around, although alternate or seasonal schedules may be needed.

### **Responsibilities:**

The ELP Assistant will:

- Follow a daily program schedule that includes time for learning activities, snacks, meals, active play, and others as needed/assigned
- Assist with group activities as assigned by the ELP Manager or Youth Program Director
- Model good judgement, positive behaviors and healthy lifestyle choices for children, parents, and others within the classroom
- Become familiar with and implement standard procedures and policies required by the ELP program as determined by funders, licensing agencies, and NECC
- Articulate the "next step" that is appropriate for that child's developmental growth to other adults on the team
- Check in often with the lead teacher to ensure that the goals for each child are aligned and consistent.
- Keep notes on children to write a subset of child profiles for parent teacher conferences.
- Supervise children at all times and enforce safety rules and behavior expectations
- Provide positive behavior supports for children
- Communicate any concerns or challenges to supervisor
- Share responsibilities for cleaning program spaces and keeping supplies organized
- Inform supervisor of supply needs for program
- Assist in creating activities for the children as needed by the ELP Manager
- Maintain records as assigned
- Attend weekly staff meetings, monthly NECC staff meetings, and other meetings or trainings as assigned
- Participate in at least 15 hours of professional development and training annually
- All other duties as assigned

## **Required Skills and Behaviors:**

The ELP Assistant is:

- Motivated and comfortable working with young children
- Creative and imaginative in interactions with children
- Flexible, proactive, and able to problem solve quickly if a situation demands
- Reliable and punctual
- Experienced and comfortable with working with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- A good communicator in person, writing, and via necessary technologies
- Able to participate as an active team member, working well with supervisor, staff, and participants
- Able to seek out new or varied approaches with a child
- Committed to inclusion based practices and sees this as beneficial to all children
- Able to balance teaching to the individual child with creating a learning environment for the group
- Able to understand the child's perspective in interactions, especially those involving conflict
- Open to learning new teaching skills and methods
- Consistent in following all NECC Policies & Procedures.
- Able to model NECC values at all times.

## **Qualifications:**

Required:

- At least 2 years of experience working with young children in childcare, Head Start, or similar settings
- High school diploma or equivalent
- Good communication in person, writing, and via basic technology
- Background check through central database and fingerprinting
- Tested for TB with negative results

Preferred:

- Spanish Speaking a plus
- Associates degree or related field, or certifications or professional development
- Relevant training including but not limited to First Aid/CPR

## **ADA Requirements:**

- Ability to lift a 50-pound box, and able to safely lift/hold a child
- Ability to walk up and down stairs
- Ability to sit on the floor with children
- Ability to provide programs outside during appropriate weather conditions

## **Supervisor(s):**

Brandon Wolfe, Youth Program Director

Effective: February 12, 2024