

JOB SPECIFICATIONS

JOB TITLE: Center Assistant

REPORTS TO: Center Supervisor

SUPERVISES: None

SALARY RANGE: \$21,008.00 - \$26,000.00 annually

SUMMARY OF JOB: The Center Assistant is responsible for assisting the classroom staff, food service staff and family service staff in providing services to children and families. Provide general assistance to Center Manager to ensure the availability of sufficient staff to meet the daily needs of children and families.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist teaching staff in maintaining an attractive, safe and health learning environment that is appropriate to the age, developmental level and learning style of the children.
- Assist in the preparation and serving of meals as required.
- Assist family services staff in providing services to children and families.
- Perform other duties as assigned.

Staff working at the Training Center will be responsible for mentoring and providing on-the-job training for new employees and other staff from the broader childcare community. Staff must be comfortable sharing their expertise and experience.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

Must have High School Diploma or General Education Development (GED). Minimum one (1) year working with children or in a Head Start setting. Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and liability insurance required.