



Wyoming Valley Children's Association
1133 Wyoming Ave, Forty Fort, PA 18704
570-714-1246 | tromano@wvcakids.org

Job Description - Classroom Aide

Overview:

Immediate openings for full time classroom aides in local early intervention private preschool program. Sincere and committed applicants only need apply. WVCA is not a daycare, it is a licensed private academic program providing educational services to children in need. Job type is full-time. **To apply email resume to: tromano@wvcakids.org**

Education Required:

Associate's Degree in Early Childhood Education is preferred.

An Associate's Degree in any field is acceptable. **Diploma not acceptable.**

Requirement for ALL Preschool Staff: Must obtain and maintain updated state required clearances, annual health exams, and ongoing yearly training hours.

Duties and Responsibilities:

- Assist Teachers in providing direct, quality interactions to children as required by IEP goals or programming.
- Monitor, observe, and assist all preschool staff to maintain highest level of safety throughout all school environments.
- Assist Teachers in preparation of classrooms; materials, activities, programs, etc. as directed
- Assist in coordination of any transition activities, programs, daily classroom care as directed.
- Provide highest level of confidentiality throughout all aspects of programming.
- Assist children during self-care activities, while ensuring safety and proper hygiene.
- Insure resource materials-classroom/bathroom, are maintained and stocked regularly.
- Participate in on-going required trainings in order to maintain state compliance.
- Perform other duties as assigned by Supervisor or Teacher.

Skills, Knowledge, and Experience Required:

- Experience working with young children.
 - Knowledge of child development and basic developmentally appropriate practices.
 - Must have excellent communication and interpersonal skills and ability to cope with stressful situations.
 - Must work well with others and be flexible.
- Physical Skills Required:
- Must have strength and ability to lift young children (approximately 75lbs.).
 - Must tolerate considerable bending, stooping, squatting.
 - Must be able to assist children with self-help skills.

Information & Benefits:

Position is for full time, Monday through Friday throughout the school year. The position also includes an extended school year program for 6 weeks of the summer on Tuesday's, Wednesday's, and Thursday's.

Benefits are available to new employees after the 90th day of hire.

**Full Time Classroom Aide positions start at \$9.00/hr for a 2 year degree,
\$10.00/hr for a 2 year degree in early childhood.**