



## **JOB DESCRIPTION – Program Assistant**

**Reports to:** Director

**Salary Classification:** Hourly

**Benefits:** Refer to Handbook

This position calls for a high degree of flexibility in accommodating staff and student needs. The staff assistant is expected to look and act professionally as well as always maintain confidentiality. The ideal candidate for this position will exhibit the following:

- An ability to enjoy interacting positively and peacefully with children, their families, and staff.
- An enthusiastic 'can-do' attitude
- An ability to read and follow simple instructions.
- An ability to be flexible.
- An ability to apply commonsense understanding to variable situations.
- An ability to receive direction from multiple people.
- An understanding of how students' learning is affected by their physical, intellectual, emotional and social development and an understanding of the stages of child development.
- A good sense of team spirit; communicating with diverse groups; fostering positive relationships; maintaining confidentiality; working as part of a team; exhibiting tact, patience, proper time management, kindness, and a positive attitude.
- A desire and capability to be a peace maker.
- A belief in the benefits of bilingualism
- Excellent interpersonal and communication skills
- Initiative and ability to cope under pressure.
- Ability to always act in a professional manner.
- Warm, caring personality. Good rapport with adults and children alike.

### **Requirements**

- 18 years or older
- Education/Experience: Minimum of an AA or bachelor's degree from an accredited college or university in ECE, child development, or closely related field and 1 year teaching experience.
- Have a current fingerprint clearance card, TB medical clearance, and CPR/First Aid certification.
- Ability to pass a Central Registry Background check.
- Proof of COVID19 Vaccine
- Languages: Fluent in reading, speaking, and writing English and Spanish.
- The customary methods of performing the job's functions may require the following physical demands: lifting, carrying, pushing, and/or pulling; some climbing and sweeping; some work with chemicals; frequent stooping, kneeling, crouching, and/or crawling; and fine finger dexterity. May spend time sitting on the floor or child sized furniture.
- Member of Arizona ECE Registry
- Proof of completion or registration for 12 Hours of DES mandated Health and Safety Training within 90 days of hire
- Proof of completion of DES Expulsion Series 1 within 90 days of hire

### **Responsibilities**

- Incorporate the goals of International School for Peace into all activities and situations.
- Complete 18 hours of continuing education credits annually
- Ensure students under care are within sight or sound, no exceptions.
- Cooperate with and support co-workers and administration.
- Maintain confidentiality.
- Assist students with toileting needs which may include following ADHS guidelines for diapering.
- Make good use of resources.
- Help create a friendly environment. Greet students.
- Follow health department, fire, and school policies.

- Spark imagination, build self-esteem, and help children discover new things each day.
- Interact with children, parents, and staff in a positive, peaceful, and humorous manner.
- Be open and responsive to feedback.

**Specific Duties**

- Work with director to generate a schedule to assist in daily education procedures in the assigned classrooms. Assists in ensuring that children are involved in activities that maintain social distancing and suited to their immediate emotional, social, intellectual, and physical needs.
- As directed, help prepare and/or gather materials/equipment for classroom activities (art, enrichment activities, circle time, outside play, naptime, meals, etc.)
- Assist children in taking responsibility for equipment and materials they use and in being considerate of others.
- Sit at the level of the children using a quiet voice, moving to other areas where needed. Provide and maintain focus for children’s activities.
- Assist with setting up and breaking down outdoor learning environments.
- Alert director of equipment or materials in need of repair or replacement
- Read staff meeting notes every week.
- Substitute teach, if needed.
- Ensure children are released to an authorized person.
- Attend staff meetings or in-service training as directed.
- Ability to work, both individually and as a team member, with people of diverse educational, ethnic, cultural, and socio-economic backgrounds including children, parents, staff, and the public.
- Assist in the office, if needed.
- Additional duties as assigned by teacher or director to help the preschool run smoothly and safely.
- Assist with health checks, as needed.
- Clean and disinfect as directed.

This job description is not intended to be a contract. Signatures below indicate the director and applicant have read this job description and concur with the essential functions and qualifications of the job as listed. If an applicant is offered a letter of intent to employ, the applicant must also sign this form.

I have read, and I understand this job description.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

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