



JOB DESCRIPTION:	ECP - Instructional Assistant		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	Laboratory Site Program Administrator		
EEO CLASSIFICATION:	Service Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	#851000	DATE APPROVED:	10-SEP-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assists in provision of daily classroom activities of the Early Childhood Programs in compliance with established state and national accreditation standards.

DUTIES: List up to 12 key job functions in order of importance. Use action-oriented language.

1. Escorts, assists, and instructs children regarding personal hygiene practices.
2. Assists and supervises playground activities.
3. Assists plan and supervise meals, snacks, and refreshments to children.
4. Cleans and organizes classroom areas, toys and equipment. Performs all necessary sanitizing and hygiene care both routinely and as needed for young children.
5. Assists teachers to prepare for classroom activities.
6. Makes copies and prepares project materials.
7. Participates in a variety of department and staff meetings for discussion of concerns and program requirements.
8. Helps to maintain student portfolios and files.
9. Adheres to the NAEYC Code of Ethical Conduct and Statement of Commitment.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High School diploma or GED.
2. **Job Knowledge:** Knowledge of proper handling procedures for food. Knowledge of goals, objectives, policies and procedures for classroom management. Ability to implement the vision, mission, philosophy of the Early Childhood Programs. Skill in establishing and maintaining effective working relationships with young children, staff and parents. Skill in working effectively in an environment subject to noise, frequent exposure to contagious disease, interruptions and quickly changing priorities. Skill in quickly responding to dynamic situations utilizing effective communication and appropriate intervention methods to maintain classroom management. Skill in working with young children to help them complete activities and remain focused on assigned activities. Skill in following oral and/or written instructions, policies and procedures. Skills in working on an individual basis with children with special needs.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal classroom/office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)

*Delete all examples in red text prior to submission. Send all job descriptions to Bobbi Dodson for review and approval.