

JOB DESCRIPTION:	Summer Program Teacher Assistant		
DEPARTMENT:	Early Childhood Programs		
REPORT TO:	Laboratory Site Program Administrator		
EEO CLASSIFICATION:	Administrative Support Worker	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	851010	DATE APPROVED:	01-OCT-2020
		DATE MODIFIED:	25-MAY-2025

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

DUTIES:

1. Assists Summer Program Lead Teacher in the implementation of daily educational and activity plans for students in accordance with established lesson plan.
2. Assists facilitating small group interactive sessions. Implements age-appropriate corrective measures and disciplines as needed and appropriate for management of safe and educationally conducive classroom environment.
3. Reviews upcoming lesson plan, prepares all classroom materials in support of lessons goals and objectives.
4. Adhere to the NAEYC Code of Ethical Conduct and Statement of Commitment.
5. Assists in the supervision of the classroom and playground activities, assists plan and supervise meals, snacks, and refreshments to children. Cleans and organizes classroom areas, toys and equipment. Assists teachers in preparation of classroom activities. Escorts, assists, and instructs children regarding personal hygiene practices. Makes copies and cuts out project materials.
6. Participates in a variety of department and staff meetings for discussion of issues, concerns, and programs requirements.
7. Performs all necessary sanitizing and hygiene care both routinely and as needed for young children.
8. Documents and completes student records.
9. Prepares newsletters. Participates in monthly fire and/or emergency drills and procedures.
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School diploma or GED equivalent or current Child Development Associate (CDA) or Child Development Certificate (CDC) while currently working towards an Associate's in Early Childhood Education or related field and experience equivalent with young children. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of basic educational program principles and practices. Knowledge of proper handling procedures for food. Knowledge of developmentally appropriate activities. Skill in applying appropriate communication skill to maintain classroom control. Skill in establishing and maintaining effective working relationships with young children, staff and parents. Skill in working in an environment subject to noise, frequent exposure to contagious diseases, interruptions and quickly changing priorities. Skill in working with young children to help them complete activities and remain focused on assigned activities. Skill in working on an individual basis with children with special needs. Skill in preparing and completing a variety of projects and

activities.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal classroom environment. May be required to lift, push, and pull office equipment and materials. Must be able to stoop, bend, squat, sit on floor and ambulate over uneven floor surfaces including stairs and steps. Must be able to visually and auditory assess situations to insure health and safety. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Light maintenance such as shoveling, sweeping, mopping, throwing of trash, and others may be needed. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Certification in First Aid/CPR is required.

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)