



Title: Family Literacy Early Childhood Assistant
Weekly Hours: 28
Starting Wage: \$15/hr w/benefits
COVID Vaccine Required; Masks worn while children are present

Job Summary

The Family Literacy Early Childhood Assistant (ECA) is a vital and integral member of the Education staff that provides 4 component family literacy services (adult education, child education, Parent & Child Together time – PACT - and parent time) to parents and their 0–5-year-old children. The ECA works under the direction of the Early Childhood Educators, providing support in the Infant/Toddler and/or Preschool classroom. The ECA will “float” between classrooms, depending on activities, student attendance and the needs of students and educators.

Key Job Responsibilities

Assist Preschool Educator and/or Infant/Toddler Educator with student’s ages 0-5 who are enrolled in Learning Lab’s Family Literacy program.

- Help to prepare and implement developmentally appropriate activities for children
- Interact and engage with children, parents and volunteers in a positive, supportive and nurturing manner
- Assist with snack preparation
- Observe and record children’s developmental progress & share information with classroom teacher
- Model and support appropriate interactions for parents as they participate in intergenerational activities during Parent & Child Together (PACT) time
- Assume class leadership in absence of educator
- Participate in scheduled Family Nights
- Attend and participate in scheduled Family Literacy and Early Childhood meetings

Provide a safe, orderly & clean environment for children

- Assist with children’s personal hygiene (i.e., diaper changing, handwashing)
- Maintain sanitary conditions during diaper changing, food handling, etc.
- Maintain clean-up routines, such as sweeping and sanitizing toys daily
- Monitor safety of children at all times
- Help to monitor use of supplies and materials. Inform the Family Literacy Coordinator if any supplies or materials are running low and need to be purchased.

Qualifications

- High school graduate with early childhood classroom or childcare experience. Child Development Associate credential preferred.
- Enjoys being with children and parents, and is comfortable working with families from a variety of backgrounds who have a wide range of functional literacy
- Strong commitment to Learning Lab's mission
- Able to direct classroom activities and work cooperatively with a positive attitude and enthusiasm
- Strong communication and interpersonal skills, including the ability to participate as a team member
- Excellent work ethic: attendance, punctuality, trustworthiness, and adherence to Learning Lab policies
- Patient, kind, and considerate

Please send cover letter and resume to:

Monique Smith, Executive Director: moniques@learninglabinc.org