**Murfreesboro City Schools
Job Description: Little Sprouts Assistant**

Little Sprouts is seeking an experienced childcare assistant to be responsible for providing assistance to the lead teacher during the hours of ***11:45am - 5:30pm***. As the assistant, you will work closely with the lead teacher in conducting daily duties such as preparing and serving meals, changing diapers, recording info to daily reports, recording attendance, engaging in play, assisting to put children to sleep, and creating a safe environment.

To be successful as a childcare assistant, you must possess a passion for children and exercise patience with them. You should display a friendly and positive attitude and greet parents and children by their name. You will constantly monitor and supervise the children in your care to ensure their safety.

QUALIFICATIONS: Must be a minimum of 21 years of age. This person must be courteous, respectful, and protect the privacy of students and parents. Behavior and dress must be professional. This person must demonstrate a positive and helpful attitude, be creative and detail oriented, maintain documentation, work cooperatively with school personnel, have good written and verbal communication skills, effectively follow and give direction, and use good judgement in decision making.

PHYSICAL/EMOTIONAL DEMANDS: Must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be physically interactive throughout the day (i.e. be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull). Must have emotional coping skills appropriate for the management of student, staff, and parent behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions.

ESSENTIAL JOB FUNCTIONS:

1. Monitor children at all times. Children should always be within your view in the building, outside, and during off campus activities. Never leave children unattended for ANY reason.
2. Plan for a group of up to 20 children.
3. Complete required professional development hours each school calendar year and attend PD opportunities as assigned (staff working with PreK must completed an additional 6 hours of literacy training).
4. Demonstrate imagination and resourcefulness in working with and planning for students.
5. Plan enrichment activities for students during the school year, as well as fall, winter and spring break, summer, and holidays.
6. Attend mandatory monthly staff meetings.
7. Adhere to ESP policies and Murfreesboro City Schools policies.
8. Providing support for the lead teacher.
9. Assisting your co-teachers in maintaining a safe and positive environment.
10. Cultivating relationships with children, parents, and guardians.
11. Alerting the Director with emergencies.
12. Preparing and serving meals and snacks.
13. Greeting parents and addressing children by their name.
14. Adhering to procedures in preparing a bottle, changing a diaper, and cleaning.
15. Assisting with sand, water, or playground activities.
16. Assisting in putting children to sleep.
17. Recording daily activities.
18. Perform other duties as assigned, including but not limited to reporting incidents, cleaning, and completing accident and behavior reports when required.