

St. Elizabeth Early Childhood Development Center
PROGRAM ASSISTANT JOB DESCRIPTION - 11/3/2021

Purpose:

To provide assistance for the Center (St. Elizabeth Early Childhood Development Center) in accordance with the philosophies and policies of the program. To assist in providing a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individuality is respected.

This position is part time, working 8:00am-2:00pm Tuesday through Thursday from mid-August through mid-May with occasional extra hours for meetings/trainings. There is potential for limited, occasional hours during June and July as needed. To apply, please email your resume, cover letter & list of references to: kim.perales@stelizabethpf.org 512-251-9805 www.stelizabethcdc.com

Key Responsibilities:

- Provide administrative support and assist in the day-to-day functioning of the Center
- Provide assistance in classrooms for teachers and students as needed
- Assist the Director as needed
- Prepare the Center for the beginning of the day and special activities
- Maintain supplies, coordinate purchases, receive tuition, and help with deposits
- Maintain student records according to TXDFPS requirements
- Answer phones and tour prospective parents around the Center
- Attend staff meetings and other required meetings
- Acquire 24 training hours annually and maintain CPR/First Aid certification
- Maintain Ethics and Integrity (Protecting God's Children) certificate from the Diocese
- Comply with Parish and Program Employee Handbooks and guidelines of the Texas Health and Human Services Minimum Standards
- Comply with the fingerprinting and background check processes
- Other duties as assigned
- Assist with the needs of the Center, including in classrooms, to ensure it runs properly. This may include, but is not limited to:
 - Assist in offering a program that meets the emotional, physical, intellectual, social and spiritual needs of both the individual and the group in accordance with the policies and philosophies of the Center
 - Interact with the children and encourage involvement in learning activities
 - Prepare a warm, safe, orderly, clean and appealing environment in which children can grow, explore and learn
 - Implement daily lessons including religion, music, and movement daily
 - Establish and maintain good communications with parents both verbally and written, which includes emailing with updates as required
 - Observe, record and report significant individual & group behavior
 - Use appropriate, consistent and positive discipline
 - Care for the parish/program property and report necessary maintenance repairs
 - Keep toys and equipment clean and in good condition.

- Maintain a clean, neat room including cabinets and closets at all times. This may include daily sweeping, vacuuming, and bringing trash to dumpster.
- Maintain common closets/storage areas clean and organized
- Present a good model to children of language use, both verbal and written
- Respond to and interact with children in their play environments and at the child's eye level
- Tend to all of the children's needs that are in the program

Reporting Relationships:

- Reports to Director all matters regarding staff, children & parents of the program.

Requirements:

- Knowledge of Child Care Operations with at least 1 year of experience in a child care facility preferred and/or at least 1 year of experience in an office setting is preferred
- Must have a High School Diploma or GED
- Must be at least 18 years of age
- Ability to perform key responsibilities listed in this job description
- Computer knowledge including word processing, spreadsheets, and emailing
- Attentive to details, organized, and utilizes time well
- Ability to counsel, consult, and communicate effectively and clearly (both verbally and written) with parents, staff, administrators and other ministries within the church
- Demonstrates good judgment
- Understand the Texas Health and Human Services Minimum Standards that govern child care programs
- Knowledge of Developmentally Appropriate Practices
- Ability to relate to children joyfully and sensitively
- Accepts and respects differences in children, parents and co-workers
- Understands and shows respect for confidentiality of children, parents and other staff
- Exhibits flexibility and sense of humor
- Evidence of emotional maturity and stability
- Evidence of sufficient security and judgments to handle crisis
- May involve helping children with toileting or diapering needs
- May involve lifting up to 40 pounds