



Job Title: Preschool Educator Assistant

Reports To: Director of Early Childhood Engagement

Status: On-site

Salary: Part-Time, Hourly position, \$17/hour

Program Description: What if preschool followed your child's curiosity—and play wasn't a break from learning, but the foundation of it? Launchpad Playful Preschool, powered by the Building for Kids, is a unique care program that embeds play into every part of the day, helping kids build holistic skills during their early years. The new preschool is located on the third floor of First 5 Fox Valley's Family Resource Center—right across the street from the Building for Kids—allowing Launchpad learners to visit the museum for even more opportunities to discover, create, and learn through play!

Position Description: The assistant preschool educator will have a passion for playful learning and an openness to explore the arts, sciences, humanities, and early childhood education. They will provide support to the lead teacher to ensure the safety, well-being, and development of the children. The assistant preschool educator will engage with children in immersive, open-ended, child-directed, playful learning experiences. They will also observe children's development and communicate with parents/guardians.

Qualifications:

- At least 17 years of age
- Satisfactorily completed 1 DCF 251-approved course or be enrolled in a training within 6 months after assuming the position.

Expectations & Responsibilities:

Curriculum

- Assist the lead preschool educator with implementation of playful learning experiences and environments that promote the social and emotional development of the children in care.

Care and Supervision

- Familiarize self and operate classroom in compliance with DCF 251 licensing rules.
- Ensure safety of all children through constant supervision, effective classroom arrangement and management, and proper maintenance of equipment and supplies.
- Build positive relationships with all children in our care. Serve as positive role model for children, families, and staff.
- Provide emotional comfort and support to children individually who may be feeling upset, anxious, or dysregulated.

Communication & Collaboration

- Communicate effectively with parents/guardians.
- Collaborate with other preschool staff to foster a supportive and effective playful learning environment.

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Other Responsibilities

- Maintain a clean, safe, and inviting classroom environment where children will develop necessary life skills through open-ended, child-directed play experiences.
- Observe and monitor children's development and share that information with parents/guardians.
- Maintain accurate and up-to-date attendance records and any other classroom documentation.
- Adhere to regulations and licensing rules for group childcare centers.
- Attend and participate in required staff meetings and professional development training.

Personal Qualities of Preschool Staff

Effective childcare staff possess a combination of personal qualities that enable them to nurture and support children's development in a safe and playful environment.

- **Playful** – Having an energetic and engaging presence creates playful and welcoming experiences for children, families, and co-workers.
- **Creative** – Creating engaging environments and experiences stimulates children's imagination and development.
- **Communicative** – Effective communication is vital for building strong relationships with children, families, and co-workers. By actively listening and sharing information, we build confidence and competence in our team and program.
- **Patient** – Maintaining a calm and supportive environment fosters trust and encourages independence and collaboration.
- **Empathetic** – Understanding and relating to the feelings and needs of children helps build trust and a supportive and caring environment.
- **Observant** – Observing children closely allows staff to identify and foster children's development and growth.
- **Flexible** – Adapting to the changing needs of children, families, and our community is critical in developing sustainable and responsive programming.
- **Collaborative** – Collaborating with other staff members, parents/guardians, and professionals creates strong partnerships, which allows us to provide comprehensive care and support to all children.
- **Problem-Solver** – Identifying issues and brainstorming solutions helps ensure a positive and engaging environment for all.
- **Organized** – Maintaining accurate records is important to ensure we are upholding professional standards and competencies of the National Association for the Education for Young Children (NAEYC).
- **Knowledge of Child Development** – Understanding the physical, social, emotional, and cognitive stages of child development helps staff create appropriate playful learning experiences.

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