



## **Childcare Assistant**

Status: Non-Exempt, Mondays – Thursdays, 7:45AM to 4:15PM

### **Overall Objectives**

Works with the Childcare Team to provide a safe and nurturing environment for the students of Tier 1 Essential workers and to support the students' educational needs.

### **Principal Roles & Responsibilities**

- Supervises students and promotes safety and respect amongst all participants.
- Assists students to access online Zoom meetings and classes as well as Virtual Classroom assignments.
- Monitors student assignment completion and checks for accuracy.
- When applicable, assists students with understanding of assignment content.
- Contact teachers for clarification of assignment details for younger students, when applicable,
- Monitors students during outside playtime.
- Assists with student arrival and dismissal.
- Cleans and sanitizes items used by students.

### **Program Compliance**

- Follows instructions and responds to supervisor direction.
- Follows all school and state policies and protocols.
- Maintains accurate documentation.
- Attends all required training.

### **Communication**

- Participates in team meeting.
- Reports issues/concerns promptly to supervisor.
- Reads all school communication.

### **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Maintains positive working relationship with students, colleagues, and families.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

**Qualifications:**

- High School Diploma; Bachelor's degree preferred.
- Prior experience working with students in grades K-8 preferred.
- Ability to use iPad apps.
- Thorough knowledge and experience with Google apps: Drive, Docs, Sheets, and Gmail.
- Proficiency in Mandarin Chinese preferred but not required.

**Employee Requirements**

Must meet all employment requirements, including but not limit to criminal background checks and reference checks.

**Salary & Benefits:** Generous hourly rate and benefits

**Start Date:** ASAP

**To Apply:** Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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