

## INSTRUCTIONAL ASSISTANT

**Exemption Status:** Full-Time, Hourly, Non-Exempt  
**Salary Range:** \$35,000 to \$45,000

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### ORGANIZATION OVERVIEW

As a recipient of the Early Head Start-Child Care Partnership grant, Educare DC will partner with childcare providers in Wards 7 and 8 to serve an additional 144 infants and toddlers and their families. The program provides high-quality full day, full-year early care and education to children who receive child care subsidy and are eligible for Early Head Start. This federal grant will allow Educare's child care partners to increase the quality of their early education programs, and to add new services including health, oral health, nutrition, mental health, and supports for children with special needs. The grant also funds family engagement services, designed to help low-income families build positive relationships, and to support their journey as their children's first teacher, and as engaged community leaders and advocates. Educare DC has extensive experience in fully implementing quality Early Head Start education, comprehensive services and family engagement programming. Through this program, Educare will provide respectful program design and management support that incentivizes childcare partners to provide continuity of care, improves child developmental outcomes, and engages parents in their child's school readiness and eagerness to learn.

### POSITION OVERVIEW

The Instructional Assistant is responsible for contributing to the planning, implementation and coordination of the comprehensive education program. The Instructional Assistant supports the CCP Instructional Coach in ensuring that the education program is developmentally appropriate and meets the individual needs of the children as mandated by Early Head Start, state and local standards and the Educare model.

### REPORTING RELATIONSHIPS

- The Instructional Assistant reports directly to the EHS Partnership Director

### MAJOR RESPONSIBILITIES AND KEY TASKS

- In support of ongoing, intensive professional development, Instructional Assistants will attend and participate in all scheduled trainings, engage with partnership sites in coaching cycles with the classroom teachers, and develop individual plans for their own professional development.
- Provide an enhanced curriculum focus on social emotional development, early language and literacy, physical development, and integration of the arts.

#### Curriculum

- Engage positively with the children and use appropriate discipline methods as outlined in Educare DC's child guidance discipline policy.
- Assist in the implementation of learning experiences that promote all developmental domains (social, emotional, physical, and intellectual) including contributing to the

readiness of children to enter school by developing their early language acquisition and vocabulary.

- Assist in managing an attractive and engaging environment that encourages exploration and fosters independence.
- Position themselves strategically in all environments to engage children, provide optimal supervision, and facilitate play while in the classroom.
- Use the playground as an extension of the classroom; ensure that the playground is safe.
- Assist in daily routines such as bottle feedings, meal preparations, diapering, toileting, hand washing, monitoring sleep times, cleanup, and supervision of children at all times, including outdoor play.

#### Assessment

- Collaborate with the teaching team to observe and model documentation for all children
- Identify any developmental concerns for children in their care and share the information with the Lead Teacher of the classroom.
- Collaborate with the teaching team to implement activities and use instructional materials suitable for infants and toddlers with a wide range of cognitive, physical, and emotional maturities.
- Assist in the completion of band-aid reports and documentation of incidents in the medical log.

#### Other

- The Instructional Assistant will assume the responsibilities of a Teacher in the absence of the Teacher when meeting with the Child Care Partnership Coach or when directed by the Director of EHS Partnerships.
- Under the direction of the CCP Coach, assist in data entry as requested.
- Participate in reflective supervision with the Director of EHS Partnerships.
- Perform other duties as assigned within the scope of the job description.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associates Degree in Early Childhood Education, Child Development or a related field with a minimum of 18 credits in Early Childhood or Child Development
- One year classroom experience is required

#### **ADDITIONAL JOB REQUIREMENTS**

- Clearance of background checks as required by local, state and federal regulations
- Physical examination and diagnostic tests as required by local, state, and federal regulations.
- A bi-annual physical exam, drug screen and TB test are required as a condition of continual employment.

#### **REQUIRED SKILLS AND ABILITIES**

- Knowledge of early childhood curriculum and developmentally appropriate practice for the specific age group (6 weeks through three years)
- Knowledge of Early Head Start Performance Standards

- Knowledge of DC licensing requirements
- Ability to work as a cooperative and supportive team member
- Ability to communicate and cooperate with various professionals and community groups
- Ability to communicate and cooperate with parents
- Ability and willingness to work in a program located in a high-risk, low-income community

#### **ESSENTIAL JOB FUNCTIONS**

- Must be able to physically interact with children, including bending, kneeling, sitting on the floor, lifting up to 40 pounds, climbing and walking
- Must have advanced command of the English language and grammar, both verbal and written
- Must remain abreast of developments in the child development field to enhance professional growth and development

The salary range is \$35,000-\$45,000, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

**Submit your resume via e-mail to [jobs@educaredc.org](mailto:jobs@educaredc.org) with “Instructional Assistant” in the email subject line. If your email subject line does not have the position title listed, Educare may not consider your application.**

For additional information on Educare DC and Educare schools, please visit [www.educaredc.org](http://www.educaredc.org) and [www.educareschools.org](http://www.educareschools.org).