

EOCF Classroom Aide Volunteer Assignment Description

PURPOSE

To provide assistance to staff by helping in a variety of ways in the classroom.

REQUIREMENTS

Complete EOCF's volunteer packet and trainings as assigned by the Volunteer Manager.

ESSENTIAL FUNCTIONS

Abilities

1. Accurately complete paperwork in a timely manner.
2. Track time volunteered for non-federal share record keeping.
3. Work cooperatively with staff members, children and families from diverse cultural, socio-economic and educational backgrounds.
4. Be flexible in meeting classroom and program needs.

Work Habits and Practices

1. Report to volunteer assignments as scheduled.
2. Function as an effective team member with classroom staff to build productive, collaborative relationships and to achieve program goals and objectives.
3. Maintain confidentiality of program, staff, child and family records and information.
4. Demonstrate professional behavior and conduct.
5. Accept responsibility for seeking assistance and guidance when needed; incorporate constructive direction from supervisor to improve performance.

Classroom Assistance

Assist in maintaining the classroom environment and implementing activities under the supervision of the Teacher and Family Advocate/Teacher/Teacher Assistant. You may be requested to assist with:

- Mealtime routines
- Maintaining safety and cleanliness in the classroom
- Setting up and taking down classroom equipment
- Working with children individually and in small groups
- Preparing and cleaning up activities, supplies and the environment
- Other duties as assigned

This description is intended to describe the general content of, and requirements for, the performance of this assignment. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements.