

## VISUALLY IMPAIRED PRESCHOOL SERVICES

### VIPS Kids Town Preschool

#### Classroom Assistant Job Description

**Job Title:** VIPS Kids Town Preschool Classroom Assistant

**Reports To:** Lead Teacher, Preschool Director, Director of Education

**Summary:** The classroom assistant will assist the teacher in planning and implementing appropriate strategies for working with the children, ages 2-5 years, who are blind or visually impaired. The classroom assistant will maintain a good working relationship with all VIPS team members and families and other service providers serving in Kids Town Preschool.

**Essential Duties:** Include, but are not limited to the following:

- Become knowledgeable of visual impairments and their impact on a child's development and growth;
- Help promote the developmental milestones for children who are blind/visually impaired;
- Help adapt materials and environments for students who are blind/visually impaired;
- Assist teacher in working with families;
- Be a VIPS representative to parents, guests, teachers, therapists, student teachers, and volunteers;
- Assist in daily preparation of materials and activities;
- Assist students in getting on/off school buses and walking to/from their classroom;
- Provide individual and small group instruction under the supervision of the Lead Teacher;
- Supervise students in school activities;
- Assist children in personal hygiene routines (ie: toileting, diapering, feeding, wiping noses, etc.) while encouraging independence;
- Assist in maintaining a clean and safe classroom environment as per licensing and other regulated program procedures;
- Attend VIPS functions such as annual meetings, Family Retreat Weekend, fundraising events, etc. to gain knowledge and/or volunteer with the services offered;
- Attend professional development trainings, program specific certifications, any program training as specified by VIPS and licensing;
- Report to Lead Teacher and/or Director of Education any suspicion of child abuse;
- Demonstrate a willingness to perform other duties as assigned
- Be a self-starter;
- Provide meaningful and age appropriate interactions with students;
- Operate and care for equipment used at VIPS for instructional purposes.

**Education and/or Experience:**

- Child Development Associates degree or equivalent
- Minimum High School Diploma or GED
- Successful experience working with young children

**Communication Skills:**

- Ability to respond to common inquiries from parents or members of the community
- Ability to effectively present information or concerns by going through the appropriate chain of command.

See VIPS Employee Handbook AND/OR Preschool Handbook regarding other requirements (ie: personal appearance, attendance, etc.)

Eligible Benefits PART TIME

- Family First culture
- PTO accrued per hours worked
- 403b retirement savings plan including employer contribution and match #
- Wellness Benefit/Fitness facility stipend
- Employee Assistance Programs (EAP)
- Tuition Assistance
- Paid training hours
- Paid training fees/expenses

# If participating (contributing) and work 1,000 hours or more a year

