

Menasha Joint School District - Community Learning Center

Educational Assistant- Even Start Family Literacy

OBJECTIVE

The Menasha Joint School District, in partnership with Fox Valley Technical College, operates Even Start Family Literacy. Menasha Joint School District is seeking an Early Childhood Educational Assistant to support the early childhood program while parents attend Adult Basic Education and ELL classes.

QUALIFICATIONS

- Minimum requirement of a high school diploma
- Prefer post-secondary coursework in Early Childhood Education or one year of related work experience
- Satisfactory background check
- Basic skills in Microsoft Office and Google
- Must be certified in First Aid and CPR or have the ability to obtain these certifications

PRIMARY JOB FUNCTIONS

- Assist and support the facilitation of the early childhood program in order to provide experiences that promote self-esteem and positive self-image, social interaction, self-expression and communication skills, creative expression, large and small muscle development, intellectual growth, literacy skills and language development
- Assist and support the Lead Teacher in facilitating high quality Integrated Language Arts programming occurring at the end of each program day between parent and child
- Adequately supervise the children and respond appropriately to ensure the safety and well-being of each child
- Demonstrate appropriate child guidance to positively enhance the behaviors and development of the children in a way that is free from actions that are psychologically, emotionally or physically painful, discomforting, dangerous or potentially injurious
- Provide care and hygiene for the children including toileting and feeding assistance
- Work with the teacher to develop the potentialities of individual children
- Bring to the attention of the teacher special problems in adjustment, learning, social interacting, or physical functioning of individual children
- Attend staff meetings, training sessions, workshops and conferences
- Regularly perform general housekeeping duties to provide a safe, healthy and productive learning environment for the children

OTHER JOB FUNCTIONS

- Provide support for workshops and events for the Even Start program
- Give feedback on the necessary supplies and equipment for the Even Start program
- Fill in as Lead Teacher during Lead Teacher absences
- Advocate and support the Even Start program and its mission
- Perform additional tasks as assigned by supervisor



HOURS

- Monday, Tuesday, Thursday mornings; 9 hours of instruction per week
- Program runs during the school year

SALARY/BENEFITS

- Non-exempt position
- This position is currently not benefit eligible.

APPLY

If interested, applicants may apply through WECAN or contact Meghan DuFour at 920-967-1453 or dufourm@mjsd.k12.wi.us

