



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Pre-school Classroom Assistant
REPORTS TO: Classroom Teacher/Director of Pre-School Services

HOURS

Hours are from 9:00 a.m. until 1:00 p.m. unless otherwise agreed upon. If the volunteer assignment is for an educational requirement, hours are established as per the arrangement with the sending agency.

TASKS

- Assist teacher and classroom staff in daily classroom routines as requested.
- Follow developmentally appropriate practices as demonstrated by classroom staff.
- Maintain positive interactions with children and adults in the classroom.
- Follow universal precautions and safety practices.
- Follow confidentiality guidelines of HIPPA and PA Department of Education Procedural Safeguards.
- Comply with the agreement of the sending agency, if applicable.
- Notify teacher of necessary absences.

QUALIFICATIONS

- Good interpersonal skills.
- Desire and ability to work with children in a small classroom setting.
- Pennsylvania Child Abuse History Clearance dated within one year of service indicating no record found.
- Pennsylvania State Police Criminal Record Check dated within one year of service indicating no record found.

BENEFITS

- Gain an increased awareness of the Center and its pre-school program.
- Gain knowledge of inclusive practices and integrated therapy models.
- Learn about early child development from professional and experienced staff.
- Accumulate volunteer hours for personal portfolio or educational expectations.