



JOB DESCRIPTION – Child Supervisor Assistant

Bright Beginnings

The Child Supervisor Assistant is responsible for aiding the Child Supervisor in creating a successful, safe and supervised educational setting for children while they are in the Action Network Bright Beginnings program (Classroom, outdoor play area, and field trips). To promote the social, emotional, physical, and cognitive development of Bright Beginnings children.

Duties Include but are not limited to:

- Assist in teaching and guiding toddlers and preschool age children in healthy habits
- Assists families in establishing and maintaining environments that promote health and wellness
- Facilitates group experiences in healthy living such as walks, playing with children, preparing healthy snacks, clean up, etc.
- Support the Child Supervisor in coordinating access to support services for youth
- Supervise children within Bright Beginnings at Horicon School
- Set up and clean up for Bright Beginnings at Horicon School
- Support in maintaining sign in sheets and records number of child participants
- Provide an environment of comfort and security for young children with nurturing behavior and within Triple P Parenting guidelines.
- Observe students for changes in behavior and report findings to the Child Supervisor
- Observe and assist toddler with bathroom procedure as needed
- Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Follow Triple P guidelines when working with children
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Provide an atmosphere that promotes and reinforces parental engagement
- Mandated reporting of suspected child abuse/neglect to appropriate County Child Welfare office
- Assist with food service, bus monitoring for field trips and other classroom needs as needed
- Attend meetings, trainings and appropriate professional development activities.