



Job Title: Early Childhood Classroom Assistant

Revision Date: 06/12/2024

Supervisor Title: Early Childhood Classroom Manager

Supervisory Responsibilities: None

FLSA Status: Non-exempt, Hourly

Full-Time, Benefits Eligible, 40 Hours Per Week

On site attendance is essential for this role

At-Will Position

Range: \$20 per hour

Beyond Blindness is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value People First, championing and building upon each child's inherent strengths and values, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

Beyond Blindness is the only organization of its kind in Southern California that provides all the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children and their families and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

Position Summary

The Early Childhood Classroom Teacher Assistant will assist the teacher in the classrooms of visually impaired and developmentally delayed children aged 6 months to 5 years.

This job description is intended as a guide to the general job responsibilities.

Responsibilities

- Assists teacher with instructional and classroom support.
- Can establish and maintain a courteous and cooperative working relationship with children, families, therapists, and coworkers.
- Provides client services.
- Interacts with children in accordance with developmentally appropriate practices established by the Center and evaluators, including behavioral practice with ABA.
- Assists in program and daycare duties as requested.
- Maintains classroom environmental standards.
- Files appropriately as per classroom/student needs.
- Classroom/lesson preparation as requested by the teacher.

Education/Requirements

High School Graduate

Some College

Transcripts required to prove 6+ Early Childhood Education College Units in the areas of:

- **Child Growth & Development**
- **Family, Child, and Community**
- **Program Planning & Curriculum**
- **Infant/Toddler Specific Elective**

Experience

Experience working with special needs population, preferably with young children, preferred.

Expectations

- Belief in mission.
- Conduct self in professional manner always.
- Willing to work evenings and weekends whenever needed.
- Respectful to supervisors and coworkers
- Regards all client and employee information as highly confidential.
- Willingness to answer phones and perform other administrative duties when asked.

Licensing & Accreditation Requirements

All employees working for Beyond Blindness are required to meet the following at all times:

- Live Scan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
- Health Screening (one time or upon re-hire)
- Proof of immunity to Measles or MMR Vaccination Record (one time)
- Flu Vaccine within one year (and each year thereafter)
- TDAP Vaccine within the last 10 years (and every 10 years thereafter)
- Current COVID-19 Vaccine (fully vaccinated)
- Clear TB test or Chest X-ray within the last 4 years (and every 4 years thereafter)
- Current up-to-date Credentials, License, Certifications or Units for employment

Beyond Blindness offers competitive salary and benefits programs, including medical, dental, vision, and life and disability insurance, as well as generous PTO and holiday programs. We also offer a variety of continuing education, employee referral, and childcare programs for eligible employees. We are a diverse community of employees and clients emphasizing a culture of engagement, positivity, and support.