



**Job Title:** Learning Guide

**Reports:** Director of Program Development

**Summary:** The Learning Guide will be responsible for assisting the classroom teacher in the general supervision and management of the children. The Learning Guide helps the classroom teachers with various duties of classroom management.

**Duties and Responsibilities:**

1. Assisting in the implementation of daily program under the direction of the teacher
2. Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies
3. Supervising the classroom when teacher is out of the room
4. Attending all staff meetings and recommended training programs and conferences
5. Maintaining confidentiality about children, their families, and other employees within/outside the school

**Skills:**

Ensure efficient office operation

Must be able to work for and with a number of persons

Must be able to work under stressful conditions

Knowledge of operation of standard office equipment

Knowledge of clerical and administrative procedures and systems such as filing and record keeping

**Education/Experience:**

High School diploma/ GED

Computer Knowledgeable

Valid driver's license/Acceptable driving record

Current negative TB (Tuberculosis Test)

Previous experience working with children is a plus

Acceptable Criminal (state and county) histories

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.**

**I have read and understand this job description**

Name: \_\_\_\_\_ Date: \_\_\_\_\_