

UNIVERSITY OF DELAWARE EARLY LEARNING CENTER

489 Wyoming Road
Newark, DE 19716

PART-TIME Classroom Support

The Early Learning Center (ELC) is a high-quality, nationally accredited program of early care and education and a living laboratory in childhood development for ages 6 weeks through 8 years. The ELC is seeking part-time staff to provide support in classrooms. Classroom support shifts are available in consistent or flexible schedules, 15 – 30 hours a week, 7 am – 6 pm. This is a part-time, non-benefitted position. Compensation is based on education and experience.

RESPONSIBILITIES:

- Work cooperatively with full time ELC staff to aide in the implementation of daily educational plans in accordance with current curriculum.
- Assist the teaching team by providing consistency with routines and structures, as lead by the teaching team. Must come ready to play and engage with children. 6 weeks – 8 years old.
- Keep all children under direct supervision at all times and ensure their health and safety.
- Follow health and safety policies and practice universal precautions and infection control, including appropriate hand washing, sanitation, diapering procedures, and food handling procedures.
- Practices confidentiality in all matters related to staff and families and propriety information regarding the operations of the ELC;
- Complies with University, Delaware Office of Child Care Licensing and ELC departmental policies and procedures;
- Performs other related duties as assigned.

QUALIFICATIONS:

Minimum high school diploma or GED and experience working with children is required. TECE 1, High School Early Childhood Career Pathway or six college credits in early childhood education is recommended. Reliable attendance and ability to communicate effectively is essential. Positive interaction with people of all ages and diverse backgrounds is necessary.

Please note, all UD Employees, including part time, are required to pay for parking.

SPECIAL REQUIREMENTS:

Requires compliance with state licensing regulations including successful completion of criminal background check, child protection and adult abuse registry checks, health examination, and TB test.

Must be able to lift 40 pounds.

If interested, please contact ud-elc@udel.edu.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>