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# Example of Classroom Assistant Job Description

Our growing company is searching for experienced candidates for the position of classroom assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for classroom assistant

* Assist in inventories of supplies and materials
* Responsible for care and maintenance of materials and equipment
* Assist in recording and reporting accidents and medications
* Recognize role as a contributing member of the pre-K project staff in the overall program of R2LP
* Participate in all orientation meetings, staff training meetings
* Maintain the confidentiality of all family/child information
* Maintain a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style)
* Report at regular working hours, and use an appropriate work ethic
* Subscribe to the NAEYC code of ethics
* To work with co-teachers to execute a curriculum to meet children’s intellectual, physical, emotional, social, and spiritual needs within the guidelines of developmentally appropriate practice per the NAEYC standards

## Qualifications for classroom assistant

* Experience setting up and maintaining diverse A/V systems
* Candidates possessing a BS, BFA or equivalent preferred
* Work collaboratively with students to find solutions to functional and aesthetic issues in their hard toy designs
* 5+ years of experience working in modelmaking, preferably within the toy industry
* Knowledge of sanding and painting of parts
* Must have a valid driving license, and a reliable vehicle