



## POSITION GUIDE

**Position Title:** Early Childhood Learning Assistant

**Code:**

**Department:** ECSES

**Group:** Head Start

**Reports to:** TBD

**Date:** June 2025

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### **PURPOSE OF POSITION:**

The Learning Assistant position supports classrooms with children needing targeted support related to social and emotional needs.

The Learning Assistant (LA) supports classrooms, staff and children in implementing support plans created by the Learning Specialist (LS) for individual children, small groups of children, or whole class foundational practices.

### **ESSENTIAL FUNCTIONS:**

***All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:***

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 Keys to the culture***

1. Adheres to individual student support plans around challenging behavior in the Head Start Classrooms, as directed by the Learning Specialist.
2. Utilizes equitable and ethical practices that are trauma attuned, and research supported that focus on prevention, and skill-building to minimize challenging behaviors in the classroom.
3. Provides instructional assistance to students individually or in small groups at the direction of the LS and Early Intervention team to reinforce instruction.
4. Assists the LS with the development and presentation of learning materials and instructional strategies related to social emotional development, behavioral intervention, and trauma attuned practices.
5. As needed, collaborate with a multidisciplinary support team.
6. Input social emotional screening data and collect progress notes for Head Start students.
7. Responsible for maintaining timely and accurate documentation, which includes reports, progress notes, and plans.
8. Engage in professional development opportunities as appropriate.
9. Demonstrate skill in problem-solving, listening, and collaboration with the ability to communicate effectively with a wide variety of personalities and skill levels.
10. Performs other duties as assigned by the Supervisor.

***This is not a complete itemization of all facets of this position.***

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11. Adheres to the established work schedule through regular and consistent attendance.
12. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

### **MARGINAL FUNCTIONS:**

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

**Education Required:** Associate degree (or at least 60 credits towards a bachelor's degree) in Early Childhood Education, Psychology or related field is required.

**Certification Required:** N/A

**Experience Required:** Classroom experience preferred.

**Other qualifications:** Strong organizational, communication, computer, and problem-solving skills.

### **SUPERVISION OF PERSONNEL:**

N/A

### **PHYSICAL/MENTAL/ENVIRONMENT:**

Physical Demands:

Activities: Sit: 20%

Walk/Stand: 80%

Driving to other locations: as required

For Position Lifting: Up to 40 lbs, lifting of light boxes and office material

Vision: Normal

Ability to respond quickly for child safety, for example a child running from the group.

Mental Demands: Interpret, analyze, problem solve, organize and prioritize

Environment: Office and Early Childhood classroom environment

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