



Early Childhood Educator Aide

Basic Purpose

This position is responsible for assisting Early Childhood Instructors in providing a safe, educationally stimulating and nurturing environment for children at the AVANCE service sites and teaching developmentally appropriate concepts and skills to young children.

Job Responsibilities:

1. Assists Early Childhood Instructors in providing developmentally appropriate learning experiences for young children, with a focus on pre-literacy and math skills leading to enhanced cognitive development
2. Studies and prepares activities according to lesson plans and assists in the preparation of materials
3. Follows daily schedule of children' activities and lesson plans that meet children's needs and interests
4. Assists Early Childhood Instructors in maintaining theme areas in the classroom
5. Assists Early Childhood Instructors in maintaining accurate, complete and correct records of children such as class attendance, health records and injury reports
6. Maintains a healthy, safe, stimulating and attractive learning environment for the young children
7. Ensures high standards of ethics by maintaining high standards for participant confidentiality

Time Commitment:

1. Able to commit 15+ hrs/wk. Work times and dates are flexible depending on the intern's class schedule (our office is open from 9 A. M– 5 P.M). Hours may include some night and weekend events.
2. Summer, fall, or spring internships are available

How to Apply:

Submit cover letter, resume, writing sample and minimum of 3 references to amitra.aus@avance.org