**Mini-Marauder Beginnings**
**Instructional Assistant**

Mt. Vernon Early Learning Academy is seeking an **Infant/Toddler Instructional Assistant** who displays the natural ability to foster warm, responsive, and positive relationships with young children. The ideal candidate is a nurturing, dependable, and collaborative team member who supports the healthy development of infants and toddlers through consistent, loving care and play-based learning. This person will assist in the supervision and daily care of children ages 6 weeks to 3 years in partnership with the Lead Teacher.

---

## Qualifications:

- High school diploma or equivalent
- Strong interest in working with infants and toddlers
- Nurturing, patient, dependable, and adaptable approach to caregiving
- Prefer experience working in early childhood settings or related fields (childcare, education, healthcare, etc.)

---

## Job Expectations:

- Establish caring, consistent, and responsive relationships with infants, toddlers, and families to promote trust and emotional security
- Supervise and interact with children in a calm, nurturing, and developmentally appropriate manner
- Support the Lead Teacher in planning and implementing age-appropriate activities that promote physical, social, emotional, and cognitive growth
- Encourage early independence and self-help skills such as feeding, dressing, and toileting
- Provide responsive care routines including feeding, diapering, handwashing, and naptime support, ensuring all health and safety guidelines are followed
- Maintain a safe, clean, and organized classroom environment, including daily sanitation and housekeeping duties
  Observe and communicate children's needs, interests, and developmental progress to the Lead Teacher
- Support the implementation of individualized behavior and learning strategies as directed by the Lead Teacher or support staff
- Promote positive peer interactions and assist children in learning to express needs and emotions appropriately
- Collaborate with the teaching team to ensure consistent routines and responsive care throughout the day
  Attend staff meetings, orientation, and professional development activities as required
  Maintain confidentiality regarding all personal information related to children, families, and staff
- Perform other related duties as assigned

**Reports to:** Lead Teacher and Preschool Coordinator
**Days:** Approximately 180
**Hours:**