

**Urban College of Boston
Work-Study Job Description Form**

Job Title: Classroom Support Trainee
Classification: Nonexempt
Department: ABCD Head Start and Early Head Start
Reports to: Disability and Mental Health Services Coordinator
Supervision: None
Date Created/Revised: October 2016
Incumbent: n/a

Name and Location of Off-Campus Organization:

Action for Boston Community Development
178 Tremont Street, Boston, MA 02111

Work-Study will take place at one of several Head Start locations in Boston and Malden. Please indicate your preference of location on the ABCD application.

General Description:

The Classroom Support Trainee is responsible for assisting the Teacher and/or Lead Teacher with instructional activities to ensure all children are successfully included into the regular education classroom.

Specific Duties and Responsibilities:

Primary:

- Facilitate participation of all children in classroom activities
- Facilitate peer interaction among children
- Assist in planning and preparing the learning environment and implementing the daily program under the direction of the Teacher

Secondary:

- Participate in the daily observation of the children
- Perform assigned non-teaching classroom duties including but not limited to setting up classroom areas, preparing supplies, assisting with meal time, and toileting

Requirements:

- The capability to engage in the physical activities incident to the job, including without limitation
 - Lifting and moving preschool and infant/toddler-age children
 - Lifting and moving equipment and furniture necessary to facilitate the execution of classroom activities
- The ability to read and write English
- Good interpersonal skills and willingness to work cooperatively as a member of a teaching team
- The ability to behave in a professional manner
- Interest in and experience with young children

Education/Training:

Minimum High School Diploma or GED required.