



JOB DESCRIPTION

Position: Part-Time Assistant Family Support Specialist-Baby & Toddler Academy
(Grant Funded, Temporary Position)

General Description: The Assistant Family Support Specialist provides direct supervision to infants and toddlers by implementing planned activities while providing care, safety, and growth of all children. The Assistant Family Support Specialist is responsible for providing quality experience to children and parents, focusing on the academy's core values: Unconditional Love and Absolute Respect.

Supervisor: Family Support Specialist

Location: Kalamazoo Covenant Academy

Responsibilities:

Love

- Understands, accepts, and abides by the Covenant Academies Foundation philosophy and mission statement.
- Express care and love to both children and their parents.
- Be consistent: hold both parents and children to high expectations.
- Engage children through positive communication as soon as they arrive.
- Maintain effective communication with parents including logging feedings, sleep time and diaper changes.

Safety

- Recognize potential unsafe objects/environment and report them to the Family Support Specialist.
- Keeps the room organized, clean, and clutter free.
- Appropriately handle all emergency situations including remaining current in CPR/First Aid certifications.
- As required by Michigan law, report any suspected incidence of child abuse to the Assistant School Leader.
- Launders bedding using KCA's washer & dryer.

Learning

- Enthusiastically read to the children.
- Set up a story telling time; be creative such as using puppets.
- Actively play with children and encourage imagination play.

Eating

- Ensure both infants and toddlers are fed according to their feeding cycles.
- Feeds healthy snacks and meals to toddlers.
- Call the mother to breastfeed the infant for feeding time.
- Bottle feed infants with breast milk or formula.

Exercising

- For infants: schedule tummy time and play time
- For toddlers: structure playtime for motor skill development

Sleeping

- Set up scheduled nap time.
- Create an environment where infants and toddlers sleep during nap time.

Skill Development

- Lead toddlers in arts and crafts; include infants in seasonal projects.
- Design, implement, and participate in age appropriate activities.

Essential Skills and Abilities

- Ability to understand the awareness of and sensitivity to the needs of dropout, homeless and at-risk youth that have extreme barriers to overcome.

Qualifications:

1. High school diploma
2. Must be at least 18 years of age
3. Experience with children is preferred
4. CPR and First Aid certifications must be obtained within the first 30 days of hire.

Work Environment & Physical Demands:

Must be able to physically participate in activities with children.

Daily cleaning is required.

This job description is a summary of the responsibilities, duties, knowledge, skills, experience, abilities and qualifications associated with this position. It is not an exhaustive list and may be changed at any time.

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