

**Job Description**

**Job Title:** Staff Support Specialist  
**Reports To:** Clinical Director  
**FLSA Status:** Non-Exempt

**Job Summary**

The Staff Support Specialist is responsible for completing general and routine duties that support the effective and efficient functioning of the classroom and office environment.

**Essential Job Duties**

- Assists staff with the continuous supervision of children attending The Learning Lane in order to ensure the safety, health and developmental progress of each child.
- Prepares eating tables with proper place setting materials, including plates, napkins and eating utensils.
- Assists with seating children at proper eating tables and in classrooms.
- Cleans children's hands using proper hand sanitizing chemicals and techniques.
- Observes behavior and activities of children in the lunchroom, classroom and surrounding areas, and reports observations to staff appropriately.
- Assists children with general activities including, but not limited to, eating, cutlery, grooming, toiletry, and cleaning.
- Cleans tables, floors, countertops, and surrounding areas before and after meal periods.
- Operates dishwasher, as well as other kitchen and cleaning equipment and tools.
- Cleans eating areas, floors, trash cans, classrooms and surrounding areas using proper cleaning and sanitization techniques and appropriate chemicals.
- Empties waste baskets and trash cans properly and timely, and ensures appropriate transport of trash and waste materials.
- Cleans and organizes classrooms, kitchen, hallways, bathrooms and surrounding areas to ensure areas are sanitary and presentable at all times.
- Records observations using standard recordkeeping policy, procedure and protocol.
- Monitors and replenishes kitchen, bathroom and general classroom supplies using proper protocols.
- Completes general and routine maintenance activities in the facility.
- Maintains a clean, safe, attractive and functional environment to support each child's developmental progress and transition from a home environment to a pre-school environment.
- Monitors children for signs of child abuse, and reports incidents of suspected abuse to appropriate staff and personnel immediately.
- Attends meetings, events and seminars as required by The Learning Lane.
- Maintains basic working knowledge of early childhood education and development practices and standards.
- Consistently demonstrates a high level of integrity, responsibility, accountability, teamwork and ethics.
- Adheres to all policies, procedures and standard practices of The Learning Lane.
- Performs other duties and responsibilities as assigned.

**Working Environment**

This position requires frequent sitting, walking, reaching, standing, reading, seeing, speaking, hearing, listening, organizing, and lifting of objects up to 40 pounds, occasional operating of office equipment, typing using a computer keyboard and mouse, and viewing of a computer screen monitor. The working environment consists of an indoor and climate-controlled setting the majority of the time with activities occasionally occurring in an outdoor non-climate controlled setting. The working environment entails working in the presence of pre-school aged children with various types of developmental disabilities the majority of the time, and with frequently occurring high volume auditory sounds and activities.

**Education & Experience Requirements**

High school diploma or equivalent GED  
Six months experience working with children in an organized setting, or  
An equivalent combination of education and experience

**Core Knowledge, Skills & Abilities**

**Ethics** - Displays the highest levels of integrity, honesty, respect, and sound judgment at all times.

**Accountability** - Takes ownership of own actions, decisions and contributions as a team member within the organization, and acts as a role model for other staff by demonstrating behaviors and conduct consistent with all policies, procedures and practices.

**Customer Service Orientation** - Provides helpful, courteous, accessible, responsive and knowledgeable support to staff, clients, and others at all times.

**Judgment** - Applies sound reasoning and logical thinking to arrive at conclusions that support a safe, healthy and productive learning and working environment.

**Communication** - Conveys verbal and written information using effective techniques and approaches that provide clarity, promote teamwork, and efficiency.

**Interpersonal Relationships** - Facilitates interaction and communication with others through active listening and constructive relationship building techniques.

**Teamwork** - Cooperates and works constructively with others to accomplish common goals and objectives, and treats others with respect and dignity by valuing the contributions of everyone.

**Initiative** - Proactively identifies ways to contribute towards the goals and objectives of The Learning Lane, and takes proper action to address issues and opportunities.

**Time Management** - Budgets, schedules and manages own time in order to fulfill priorities effectively and efficiently.

**Technical Knowledge** - Applies proficient understanding and working knowledge of proper and safe cleaning, organization and general housekeeping standards and practices, and basic understanding and working knowledge of early child care standards and practices.

**Employee Acknowledgement**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills and abilities, and working environment of my job. I acknowledge that I can safely and effectively perform the essential job duties of my job with or without reasonable accommodation, and in accordance with the policies, procedures, expectations and standards of The Learning Lane.

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Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed