

JOB DESCRIPTION TEACHER AIDE

GENERAL:

Works with teachers to promote the educational and social development of the children enrolled in the program.

RESPONSIBILITY:

Reports directly to and is under the supervision of the Education Coordinator, and ultimately to the Childcare Director or the Executive Director.

GENERAL DUTIES:

- Supervises the classroom when the teacher is out of the room.
- Oversees unstructured free play. Works with teacher to ensure organization of free play corresponds to scheduled structured activities.
- Implement activities based on DAP and knowledge of child development
- Opens classroom in morning, greets parents and children, assists in making a smooth transition
- Assists with meals, toileting, hand washing
- Attends staff meetings, training meetings, and yearly open house even if scheduled outside working hours.
- Participates in classroom staff meetings to consult on program planning, goal setting and implementation, planning for individual children and to discuss program and working conditions.
- Performs general housekeeping tasks.
- Performs other duties necessary to the smooth functioning of the facility as assigned by the Education Coordinator or the Childcare Director.

SPECIFIC AREAS OF RESPONSIBILITY:

INTERACTIONS WITH OTHERS

- Welcomes families, volunteers and others into the classroom by creating a friendly environment and facilitating their participation. . Demonstrates tact, courtesy, tolerance and consideration for others. Interactions with individuals reflect mutual trust, respect and support
- Treats each child with dignity and respect. Respects the privacy of children by not discussing children or their families in front of other children. Includes children in conversation with parents when the child is present and being discussed. Uses a confident, firm tone of voice in handling behavioral problems, not a shrill or angry voice. Never uses food or rest as a punishment.
- Shares information appropriately with other staff members; keeps classroom staff informed but doesn't violate confidentiality with those who have no need to know. Works with co-workers to share information on planned daily activities of the program, classroom management techniques, room arrangements and communication with families.

HEALTH AND SAFETY

- Maintains an orderly physical environment conducive to optimal growth and development with special regard to health and safety.

- Reports any medical problems and accidents to other staff and to the parents. Knows and follows Universal Precautions. Knows and follows proper Handwashing procedures. Knows and follows IPM procedures in the classroom.
- Knows procedures for reporting suspected incidents of child abuse and/or neglect.
- Participates in monthly fire drills and knows the primary and secondary evacuation routes.
- Observes the classroom, classroom supply areas, playground area and equipment for hazards and keeps the areas neat and sanitary.

REQUIREMENTS:

- TB test and physical examination as required
- Drug Test as required
- Obtain certifications in Pediatric First Aid and CPR within 6 months of employment
- Must participate in 20 clock hours per year of training through courses or workshops relating to early childhood education.
- Submit to criminal history and sex registry background checks
- Must be at least 18 years of age or older

QUALIFICATIONS:

Skills, Knowledge and Abilities

- Knowledge of NAEYC guidelines and licensing regulations.
- Ability to communicate and receive information and ideas via oral and written methods. Ability to speak clearly so that it is understandable to a listener
- Ability to perform physical activities that require moving one’s whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as needed in the daily care of children.
- Ability to cope with a stressful environment.
- Demonstrated knowledge and skills as outlined in duties on this job description.

Training or equivalent Qualifying Experience: Must meet one of the following

- High school diploma or equivalent required.
- CDA is preferred. Full-time staff must pursue at least a CDA or maintain it if already achieved.

JOB CLASSIFICATION: Non-Exempt

Employee Signature

Date

rev 5/19/11

SOC Codes: 39-9011 Child Care Worker; 25-9041 Teacher Assistants
 DOT Codes: 359.677-018 Child Care Center Worker; 099.327-010 Teacher Aide
 ONET Codes: 68038 Child Care Worker; 31521 Teacher Aide, paraprofessional