

General Position Description

The Teacher Assistant supports teachers by helping to maintain a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. S/he must also develop positive relationships with the children and their families.

This position reports to Lead Teacher.

Key Responsibilities

- Actively implement classroom procedures and activities; encourage participation by children.
- Manage cleanliness, maintenance, and availability of classroom materials.
- Maintain positive frequent communications with parents.
- Encourage self-help and good hygiene through behavior modeling.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Participate in staff meetings, professional development trainings, and center outreach activities.
- Willing to take on other duties as assigned.

Additional Knowledge, Skills and Experience Required

- Minimum of 1-2 years of professional childcare experience.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Excellent organizational and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health screening.

Educational Requirements

- High School Diploma or GED,
- Associates Degree in ECE preferred and/or CDA preferred.

Physical Requirements

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat, run, and crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Able to lift 40 lbs.

Employment Type

Full time; part time options available

