

Teacher Assistant

Definition: The Teacher Assistant assists the Associate Teacher, Teacher, Master Teacher, or Center Director and assumes responsibility for general supervision, development and education of children.

Reports To: The Master Teacher or Center Director.

Position Supervises: Teacher Aide, Substitute, and Volunteer.

Essential Functions:

1. Assists in planning, preparing, and implementing daily program.
2. Assists in planning and preparing the learning environment, and preparing needed materials and supplies.
3. Assists in the Desired Results Process.
4. Assists in maintaining the environment in a clean, safe manner.
5. Assumes responsibilities for regular parent communication as directed by a supervisor.
6. Always works with an Associate Teacher, Teacher, Master Teacher, or Center Director.
7. Assumes general responsibility for health, safety, and well being of all children in the agency.
8. Supports Volunteers as requested.
9. Attends meetings as requested.
10. Participates in activities that further own professional growth.
11. Maintains confidentiality of children, families and employees.
12. Works as a member of the agency team by promoting the mission and philosophy of the organization.
13. Greets children, parents, staff, and guests as needed.
14. Assists at other centers when requested.
15. All other duties as assigned by Master Teacher or Center Director.

Qualifications:

- Has 6 to 11 units of ECE coursework.
- Possesses Teacher Assistant Permit.
- Prior experience in working with young children preferred.
- Hold a current and valid Emergency First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate recognized by a national organization such as the American Red Cross, Heart Association, National Safety Council, etc., or obtain such certificates within three months of employment and maintain the certificates current by the standards of the issuing organization during the course of employment with Kidango.
- Complete three hours of training in Infectious Disease Prevention within three months of employment.
- Able to lift 30 pounds chest high.
- High school graduate or equivalent.
- Must be 18 years or older.

Other Requirements:

Pass health and TB screening and Department of Justice fingerprint clearance.