

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

TEACHER AIDE

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

POSITION OVERVIEW:

- Employment Type: Full time/Non-Exempt
- Salary:
- Location: Center Based
- Job Category: Education and Administration
- Reports to: Center Director
- Supervises: None

PRIMARY RESPONSIBILITIES:

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

POSITION QUALIFICATIONS/REQUIREMENTS:

- Prior experience in working with young children preferred.
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)
- Required to be a mandated abuse reporter

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.