

JOB DESCRIPTION

Teacher's Assistant

The Teacher's Assistant assists the staff of the Center and together they work as a team.

Responsibilities will include, but not limited to the following:

- Assisting in planning and implementing the daily program under the direction of the Teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervising the classroom when the Teacher is out of the room, and also in the absence of the Teacher.
- Helping with the general housekeeping tasks (ex. prepare and clean tables before and after meals, make sure floors are kept clean after lunch).
- Assisting children with toileting and washing hands.
- Putting down cots for rest time, and helping rub children's backs to help settle them.
- Preparing paints for art work and clean up when finished.
- Cleaning playground and checking equipment safety daily before children play outside.
- Supervising children on the playground.
- Notifying teacher immediately when a child has an accident.
- Maintaining professional attitudes and loyalty to the school at all times.
- Attending Annual Open House, the September Orientation for Parents, any parent meetings, and the annual meeting of the Board of Director's.
- Attending all staff meetings and recommended training programs and conferences.
- A minimum of nine hours of staff development is required each year.
- Assuming other job related duties and responsibilities as assigned.

The Teacher's Assistant is encouraged to participate in advanced educational opportunities which contribute to an overall knowledge of early childhood education, child development and child management. Through enhanced knowledge the Teacher's Assistant increases his/her confidence and overall worth. Such factors combined with others relative to performance and years of experience will influence the process of periodic evaluations resulting in considerations for advancement.