

## **JOB DESCRIPTION**

### **Teacher Assistant/Primary Caregiver**

#### **(Infants through 2.5 years old)**

The Teacher Assistant supports and assists the classroom teacher in providing a healthy, safe, and developmentally appropriate program and environment. The Teacher Assistant supports the teacher in fostering the development of social, emotional, language, intellectual and physical skills. The Teacher Assistant respects and supports the family unit in their efforts to raise well-rounded children, while always demonstrating diverse cultural awareness and sensitivity.

**Reports to:** Teacher/Assistant Director

#### **Minimum Qualifications**

A CDA or equivalency credential with one year of experience; if CDA is not applicable, applicant must agree to enroll in CDA courses within one year of hire.

#### **Essential Duties or Tasks**

1. Supervise children at all times by sight and sound.
2. Develop a warm and nurturing relationship with all children and parents.
3. Observe children closely enough to be aware of any changes in behavior and health.
4. Understand and use positive behavior techniques that help each child develop the ability to be self-regulated.
5. Enforce all health and safety rules of the program according to the policy manual; understand and implement, as needed, emergency procedures for fire, storm, medical, first aid, CPR, etc.)
6. Promote good hygiene through appropriate hand washing, diapering and sanitation techniques according to the policy manual.
7. Operate the classroom in compliance with all child care licensing standards and those of our accrediting agency.
8. Assist the classroom teacher in implementing the activities of the weekly lesson plan.
9. Assist the classroom teacher in promoting language development through storytelling, music, conversation, book reading and pretend play.
10. Assist the classroom teacher in organizing a classroom arrangement that is conducive to appropriate behavior and learning for the age of the group.
11. Assist the classroom teacher in providing a calm, pleasant, interactive experience for the children during all meals.
12. Assist the classroom teacher in providing regular, ongoing, positive communication with parents on a regular basis, according to the expectations for the age group. This includes, but is not limited to, daily or weekly written and verbal reports.
13. Be available for parent/teacher conferences, as needed.

14. Assist the classroom teacher in developing and maintaining accurate, detailed and neat records of accidents, illnesses, incidents, medication, attendance, observations, assessments, conferences or any other records requested by the program.
15. Maintain a clean, safe, healthy and attractive classroom environment according to the standards set forth in the policy manual. Quickly wipes up spills to avoid accidents.
16. Attend staff meetings, parent events and in-house trainings both during and after regular program hours as required for this position.

### **Professional Development**

Attend and complete all Licensing training requirements within the time frame set forth by the State.

17. Attend additional workshops, training and continuing education classes as determined in the individualized training plan.
18. Be familiar with and adhere to all policies set forth in the Parent Handbook, the Staff Handbook and the Policy Manual.

### **Other Duties and Tasks**

19. Contribute to the program's general appearance and condition; notify the director of any facility problems.
20. Notify the director when supplies are low or toys and materials are in need of repair.
21. Answer the telephone in a pleasant, professional manner.
22. Participate in all program evaluations.
23. Perform miscellaneous job-related duties as assigned.

### **Physical Requirements**

24. Safely lift small children up to 30 pounds.
25. Bend, stoop and kneel to children's level.
26. Sit on the floor.
27. Stand for extended periods of time.
28. Withstands periods of time in the cold and heat outside.
29. Communicate clearly and intelligibly both orally and in writing with children, families and staff.

### **Personal Attributes**

Strict adherence to NAEYC Code of Ethical Conduct and Statement of Commitment. Additionally, must maintain strict confidentiality in performing the duties. Must also demonstrate the following personal attributes:

30. Be honest and trustworthy.
31. Be respectful.
32. Possess cultural awareness and sensitivity.
33. Be flexible.
34. Demonstrate sound work ethic.
  - a. Work when scheduled.
  - b. Arrives to work on time.
  - c. Give ample notice for absences.
  - d. Dress appropriately.
  - e. Maintains good working relationships with other staff members
  - f. Works as a team player with immediate co-worker
  - g. Completes tasks in a timely manner
  - h. Conversations relate to the children and work at the center, not personal information.
  - i. Open to constructive criticism.
35. Demonstrates sound skills working with children.
  - a. Presents a friendly and warm demeanor.
  - b. Get down on the floor with children.
  - c. Shows respect for individuals.
  - d. Avoids labeling of children.
  - e. Reinforces positive behavior.
  - f. Speaks to children regularly using positive phrases and tone.
  - g. Good sanitary practices (hand washing for self and children as required classroom environment, etc.)
36. Demonstrates competent skills working with parents.
  - a. Listens and responds well to parents.
  - b. Tactful when discussing children.

- c. Seeks partnership with parents.
  - d. Has good relationships with parents.
  - e. Regularly communicates with parents.
  - f. Greets parents by name and with a smile.
  - g. Available and approachable with parents.
37. Demonstrates a commitment to professional development.
- a. Attends all staff meetings.
  - b. Shows improvement in areas on which they have received training.
  - c. Seeks additional educational credentials or training in the early childhood education field.
  - d. Uses new instructional strategies.