

TEACHER AIDE

Job Description

PURPOSE OF THE POSITION

The Teacher Aide is responsible for working with the Classroom Teacher to provide a safe and developmentally appropriate program in accordance with center policies, procedures, and licensing requirements.

SCOPE

The Teacher Aide will be respectful of children, parents, and other staff members and will project a positive attitude at all times. The Teacher Aide will also help to ensure that equipment and facilities are safe and well maintained by reporting any needed repairs.

RESPONSIBILITIES

1. Assist the Classroom Teacher in implementing a developmentally appropriate program for young children.

Main Activities

- Prepare materials for activities planned by the Classroom Teacher, as requested.
- Ensure equipment and the facility are well maintained and safe at all times.
- Follow policies and procedures including acceptable disciplinary policies.
- Be familiar with and able to follow emergency procedures

2. Supervise children in the classroom.

Main Activities

- Ensure children are supervised at all times
- Build children's esteem
- Comfort children
- Provide positive guidance while following established routines
- Implement positive discipline when required
- Clearly and effectively communicate in a manner that children understand
- Share observations concerning students' progress with the Classroom Teacher
- Assist with the integration of special needs children in a positive and respectful manner

3. Communicate with parents and members of the community

Main Activities

- Be able to answer parents' questions concerning their child's day at Sunflower
- Participate in center fundraising and other activities, as required
- Promote literacy and early education in accordance with classroom lessons

4. Maintain program administration

Main Activities

- Complete all required forms, such as incident reports, medication authorizations, etc.
- Maintain strict confidentiality at all times
- Register for and attend educational sessions as required by state licensing, or submit documentation if completed coursework meets training requirements
- Assist with Center projects and activities

5. Perform other related duties as required.

REPORTING

This position reports to the Classroom Teacher; in their absence to the Assistant Teacher and the Assistant Director.

WORKING CONDITIONS

Physical Demands

Caring for children can be physically demanding. The Teacher Aide may be lifting and carrying children and equipment, and will spend time sitting on the floor or child sized furniture. The Teacher Aide will be expected to assist with cleaning and maintaining equipment and the facility. The Teacher Aide will come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Environmental Conditions

The Teacher Aide will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Teacher Aide will have to supervise all children at all times.

Sensory Demands

The Teacher Aide may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

Mental Demands

Caring for children can be stressful. The Teacher Aide must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Teacher Aide must be prepared to handle accidents and emergencies at any time.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Printed Name and Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title

Supervisor's Signature and Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.