

# Teacher Assistant/Aide

## Job Posting

January 6, 2023

Location(s):	6355 Cardiff Street, Phila, PA 19149 5828 Torresdale Avenue, Phila, PA 19135	Job Type:	Part-Time or Full-Time
Education:	High School Diploma or GED, CDA and 6 hours of ECE Credit preferred	Sector:	Early Learning
Languages:	English; Bi-lingual preferred		
Date Posted:	January 6, 2023	Close Date:	Ongoing

### Position Overview

The Teacher Assistant/Aide supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant/Aide observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants/Aides are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

### Key Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

### Additional Knowledge, Skills and Experience Required

- Aide, no experience required. Assistant, Minimum of 2 years of professional child care experience required.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Ability to successfully have a complete employee file as mandated by the Office of Child Development and Early Learning (OCDEL)
- Must clear full background check.
- Must pass health screening.

### Physical Requirements

Ability to lift up to 45lbs

### How to Apply

Please visit our website [www.brightlittlescholarsllc.com](http://www.brightlittlescholarsllc.com) to complete the employment application.

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