



## **JOB DESCRIPTION – Teacher Assistant**

**Reports to:** Director

**Salary Classification:** Hourly

**Benefits:** Refer to Handbook

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This position calls for a high degree of flexibility in accommodating staff and student needs. The assistant is expected to look and act professionally as well as always maintain confidentiality. The ideal candidate for this position will exhibit the following:

- Enthusiasm, imagination, patience, proper time management, flexibility, sense of humor
- A detailed and up-to-date knowledge of the standards of early childhood education, specifically play-based curricula.
- An understanding of how students' learning is affected by their physical, intellectual, emotional, and social development and an understanding of the stages of child development.
- An ability to enjoy interacting positively and peacefully with children, their families, and staff.
- An enthusiastic 'can-do' attitude
- A good sense of team spirit; communicating with diverse groups; fostering positive relationships; maintaining confidentiality; working as part of a team; exhibiting tact, patience, proper stress management, kindness, and a positive attitude.
- A belief in the benefits of bilingualism
- Ability to work, both individually and as a team member, with people of diverse educational, ethnic, cultural, and socio-economic backgrounds including children, parents, staff, and the public.

### **Requirements**

- 18 years or older
- Education/Experience: Minimum of a HS diploma or GED and 1 year experience working in a preschool.
- Have a current fingerprint clearance card, TB medical clearance, and CPR/First Aid certification.
- Ability to pass a Central Registry Background check.
- Proof of COVID19 Vaccine
- Languages: Fluent in reading, speaking, and writing in English and Spanish
- The customary methods of performing the job's functions may require the following physical demands: lifting, carrying, pushing, and/or pulling; some climbing and sweeping; some work with chemicals; frequent stooping, kneeling, crouching, and/or crawling; and fine finger dexterity. May spend time sitting on the floor or child sized furniture.
- Member of Arizona ECE Registry
- Proof of completion or registration for 12 Hours of DES mandated Health and Safety Training

### **Specific Duties**

- As directed, help prepare and/or gather materials/equipment for classroom activities (art, enrichment activities, circle time, outside play, naptime, meals, etc.)
- Support the teacher in bringing Spanish language, traditions, and customs into the classroom 90% of the day.
- Assist children in taking responsibility for equipment and materials they use and in being considerate of others.
- Sit at the level of the children using a quiet voice, moving to other areas where needed. Provide and maintain focus to children's activities.
- Assist with setting up and breaking down outdoor learning environments.
- Do laundry, if needed
- Alert teacher of equipment or materials in need of repair or replacement
- Read staff meeting notes every week.

- Substitutes teach, if needed.
- Ensure children are released to an authorized person.
- Attending staff meetings or in-service training as directed.
- Ability to work, both individually and as a team member, with people of diverse educational, ethnic, cultural, and socio-economic backgrounds including children, parents, staff, and the public.
- Report to the office when enrollment is 11 or fewer students.
- Additional duties as assigned by teacher or director to help the preschool run smoothly and safely.
- Assist with health checks, as needed.
- Clean and disinfect as directed.

This job description is not intended to be a contract. Signatures below indicate the director and applicant have read this job description and concur with the essential functions and qualifications of the job as listed. If an applicant is offered a letter of intent to employ, the applicant must also sign this form.

I have read, and I understand this job description.

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

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