

Teacher Assistant

Reports to: Director, Assistant Director, Program Specialist, Mentor Teacher, and Lead Teacher

Serves on: N/A

Direct Reports: N/A

Status and hours: Full-time, Hourly, 40 hr. weekly

Position Description: Responsible for assisting assigned class and students. A teacher assistant will help maintain a safe, healthy environment as well as any tasks determined by the director, assistant director, or lead teacher. Interact effectively with children, parents, and fellow staff. Implement programs, policies, and licensing regulations of Grace Education Ministries. Responsible for assuring compliance with codes of all State and local governing contracting agencies. Educate young children instilling values and manners.

Primary objective: To invest in staff and programming to prepare children for the next stage in their education in an environment where the primary message is that they matter to God and have a place in his world.

Major Areas of Responsibility: Classroom management, maintenance, dependable, and reliable

Specific Responsibilities:

- Effectively assist lead teacher in implementing a weekly lesson plan and other specified duties.
- Assist in providing a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Provides responsive care to all children by adapting to daily care, giving routines and plans to the interests and needs of the individual child and the group.
- Conduct activities as requested such as meals, naps, diapers and toileting, arts and crafts, language, music, science, and nature, lead group songs, finger plays, and stories with both large and small groups as assigned.
- Teach and supervise a class of children.
- Demonstrate cultural competency and respect for the child's background by incorporating cultural, linguistic, and familial values and beliefs into the children's day.
- Communicate with parents, children, and staff competently.
- Assist with completion of student evaluations and prepare developmental progress reports as needed.
- Adapt to schedule changes, groups, etc.
- Assist in the preparation of materials and equipment for various activities.
- Deal effectively with behavioral situations.

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- Be a positive and supportive role model for the children and fellow staff always.
- Assist teacher with appropriate bulletin board displays.
- Monitor the bathroom and playground as assigned.
- Clean up after all meals and snacks.
- Clean and maintain the classroom and classroom materials.
- Assist in keeping the classroom neat, clean and clutter free.
- Adhere to all policies stated in the personnel handbook and licensing regulations.
- Attends all required events such as staff development days, open houses, church events, etc.
- Show evidence of continued training in the early child development field.

Skills & Abilities:

- Early Child Development knowledge and experience.
- Knowledge in Developmentally Appropriate Practices.
- Knowledge of State Licensing and NAEYC Requirements and Standards.
- Effective communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to use the computer to input daily activities and other developmental data.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must always be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems.
- The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.
- Knowledge of student and child ratios and how to maintain them.

Physical Expectations:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat, or crawl.
- Ability to lift and carry up to 30 pounds and in case of emergency a 40-pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- May occasionally be required to drive a motor vehicle.
- Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

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Required Knowledge: Licensing Regulations, NAEYC Standards, Indiana Early Learning Foundations

Education and experience: High School diploma, a CDA is recommended, 1st Aide/CPR within 3 months of employment, Pre-employment screening and certified 20-hour annual CEUs.

Work environment: Classroom

Pay: \$14.00 Base pay