

Job description

Teaching Assistant Job Posting:

WECEP Nursery School is licensed by the Department of Education and Department of Human Services. We are currently accepting applications for part time qualified teaching assistants.

We provide quality education for children ages 2 through Kindergarten. If you are an individual who can provide a high quality early childhood educational experience to the children within our care, please apply. We are looking for energetic, compassionate caregivers and educators who have a love for children to join our team.

Our center operates from 9:00 a.m. – 3:00 p.m. Monday-Friday.

Position Title: Teaching Assistant

Program: Nursery School/Kindergarten

Reports Directly to: Nursery School Teacher – Responsible to Education Director

Essential Duties & Responsibilities Include, but are not limited to the following:

- Assisting the teacher in planning and implementing the program in accordance with the philosophy and objectives.
- Assisting in planning and maintaining a physical environment that is conducive to meet the objectives of the program.
- Performing tasks as directed by the teacher which include the order, décor, cleanliness of the classroom, preparation of classroom tasks, and provide assistance to the children as needed.
- Assuming an equal share of housekeeping responsibilities of the staff in all jointly used areas.
- Participating in all classroom activities.
- Conferring with the teacher about daily/monthly plans, responsibilities, and progress of children.
- Attending all staff meetings.
- Participating in in-service and other recommended training, conferences, or additional aspects of professional growth.

- Assisting in public relations events sponsored by the school such as Open House, annual fundraiser, etc.
- Being responsible for proper care and storage of materials equipment and for the ordered arrangement and appearance and décor of the learning environment.
- Informing the director of any unusual circumstances within the classroom.
- Meet all applicable licensing regulations.
- Any other duties assigned by director.

QUALIFICATIONS

- High School Diploma or GED and 30 credit hours in early childhood education, special education, elementary education or the human service field. OR
- High School Diploma or GED including 600 or more hours of training as described in 320.31. OR
- High School Diploma or GED, 15 credit hours in early childhood education, special education, elementary education or the human services field and 1 year experience with children. OR
- High School Diploma or GED and 2 years' experience with children ages birth to 6 years old.

OR

- Valid CDA credential and 1 year of experience with children

SKILLS & ABILITIES

- Early Child Development knowledge and experience.
- Knowledge in Developmental Appropriate Practices.
- Good 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 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.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be 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.

PHYSICAL REQUIREMENTS

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:

- Often 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 25 pounds and in case of emergency a 40 pound child.'

Work Remotely

- No

Job Type: Part-time

Salary: From \$15.00 per hour

Benefits:

- Paid time off
- Professional development assistance
- Retirement plan

Schedule:

- Day shift
- Monday to Friday

Supplemental pay types:

- Bonus pay

Education:

- High school or equivalent (Preferred)

Experience:

- Childcare: 2 years (Preferred)

License/Certification:

- Clearances (Preferred)
- Child Development Associate Certification (Preferred)

Work Location: In person