



Little Love Learning Center

Job Description

Title: Teacher's Assistant

Job Summary: Assists the lead teacher in the classroom and helps carry out a daily lesson plan that meets all Ohio State Standards and meets the physical and developmental needs of the children. Receives supervision from the lead teacher and the administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: None

Supervised By: The Lead Teacher and Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Child care Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 20 hours of in-service training yearly July 1st -June 30th.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)
 - d. Child Abuse and Neglect (at hire and every 2 years)

- e. Center Orientation.
- f. Employers will pay for these services.

Major Policies and Procedures that must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aide and medical emergency
4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

Major Duties and Responsibilities:

1. Assist in the supervision of children.
2. Care for the classroom's physical environment.
3. Maintain open communication with the teacher.
4. Maintain proper discipline of the children and classroom happenings.
5. Work closely with the children as they work and play; helping the teacher carry out plans and assisting the children
6. Substitute for the Lead Teacher when he/she is absent.
7. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, sweeping, vacuuming, etc.
8. Assist in end of the day cleanup
9. Assist in the evaluation of children's progress
10. Share ideas for the arrangement, decoration, and appearance of learning environments
11. Check supplies and request needed items from the administrator.
12. Attend monthly staff meetings
13. Help teacher set-up for the school day; everything needs to be ready before the children arrive
14. Greet and interact with children as they participate in activities
15. Interact with children during center time
16. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the lead teacher or administrator.
17. MUST attend all preschool programs and activities.
18. Perform and implement daily activities upon the Lead Teacher's request
19. Any other duties as needed.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability, I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing of children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in the community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Signature of Employee

Date

	Initials	Date
CEO/Executive Administrator		