

Plaza Child Development Program

Teacher Assistant

Salary: Hourly, depending on education and experience

Status: To be determined

Duties:

Under the supervision of the teacher, the teacher assistant will assist the teacher in the Classroom.

Carries out Mission, Vision, and Values established by the President/ C.E.O. and Board of Directors.

- Participates in the overall agency Accreditation Quality Improvement process.
- Supervises health and safety need of children on and off grounds, including field trips.
- Assists the teacher and associate teacher to implement lesson plans to nurture and stimulate appropriate development of the children in their care.
- Assists in developing lesson plan for the classroom.
- Keep classroom neat and orderly.
- Assist in the implementation of programs, which encourages parent involvement and development.
- Responsible for securing health, hygiene, safety, and overall well-being of children at all times.
- Must have the ability to nurture respectful relationships with clients and children and must be sensitive to the client's cultural and socioeconomic characteristics.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviors, injuries, illnesses to Supervisor and /or parents.
- Assists in completion of assessments of children on an on-going basis.
- Assists in the preparation of an individualized plan for each child based on assessments and observations.
- Creates an inviting and stimulating, culturally sensitive environment by actively soliciting parent input.
- Maintains confidentiality of records and information of staff and families.
- Strict compliance with universal precautions in the classroom or/and when administering first aid.
- Provides a nurturing environment, which supports the individual development of each child.
- Assists in keeping records up to date, such as emergency forms, lesson plans, individual child development profile and other records as needed.
- Assists in maintaining daily, weekly, and monthly logs and reports.
- Attends staff meetings and trainings as assigned.
- Supports and implements short and long term goals in the classroom.
- May perform other duties as assigned by supervisor.

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

Education/Experience

High School diploma or equivalent and 6 units completed in Child Development. Experience providing care to toddlers and pre-school children. A Teacher Assistant working with toddlers shall have 3 additional units in Infant/Toddlers Programs. Must be a team player. Bilingual in Spanish preferred.

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Special Requirements

- TB clearance, to be renewed every two years.
- Must hold a current Child Care CPR and Child Care Preventative Health & Safety training certification, to be up dated accordingly.
- Must take and pass Fingerprint requirements (DOJ, FBI, and Child Abuse)

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Reach a child 20 to 30 feet away within 30 seconds without endangering the staff person's health.
- Crouch to a child's height, maintain eye contact at the child's level, sit on the floor and stand tall enough to reach on the highest piece of equipment.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Handle the responsibilities and routine stress often associated with providing childcare services.