

Coming Children's Center

Job Description

JOB TITLE: Teacher Assistant SUPERVISOR: Lead Teacher

JOB SUMMARY:

Works in partnership with the classroom team to create a stimulating, developmentally appropriate environment designed to meet each child's emotional, social, physical and intellectual needs within the context of a group care setting.

JOB DESCRIPTION:

Provides a nurturing and loving environment in which the child can feel safe and free to experiment with independence issues typical to their age.

Co-operates with team members to implement a program for children that meets their individual and group needs in all developmental levels; takes full advantage of children's enthusiasm for learning by providing many opportunities for play and exploration. Constantly monitors transition times between activities and establishes routines to ease transitions.

As directed by teachers, maintain accurate and complete records including, but not limited to, attendance, medication, incident reporting, behavioral observations, meal counts, updated emergency information, development logs, etc. as required.

Maintains vigilance about health and safety concerns including taking universal health precautions when changing diapers, treating wounds, serving food, etc. Enforces hand washing routines before meals, before cooking and whenever else necessary; continually monitors the cleanliness of the environment and sweeps, vacuums and mops as needed; pay attention to maintain a clear access to fire exits. •

Assists in providing a wide variety of opportunities for each child to master his/her world and succeed. Offers children a variety of real choices in the course of each day. Demonstrates and encourages children in the development of self help skills as appropriate to the child's age: e.g. Assists and encourages children in potty training, dressing and undressing, washing hands and face, clean up after play periods, setting the table for meals and snacks, etc. Eats with children to demonstrate and encourage them to serve and feed themselves and develop appropriate social skills during mealtimes.

Establishes and maintains a friendly and cooperative relationship with each child's parent(s) and/or other caregivers. Is aware of gestures that can assist a parent, i.e. Develops routines to ease difficult separations, assists in smooth departures, etc. Works with and cooperates with colleague in the classroom, wing and building to best use resources, share information and ensure high quality care for children. Participates in

staff meetings, workshops and staff training. Participates in classroom program on an on-going basis. Assesses own performance and is committed to improving by recognizing and actively seeking avenues for professional development.

Maintains high standards of professional confidentiality respecting the need of ALL those connected with the program to have all information about them held in the strictest confidence.

Maintains an awareness of inventory of supplies and makes other team members aware of the need to order supplies as needed.

Performs other related miscellaneous duties: Promotes the center and program within the community. Makes Lead Teacher aware of needed repairs. With the direction of the Teaching Team rearranges furniture and moveable fixtures to improve physical environment.

Assures compliance with all applicable licensing regulations and program policies within the classroom. Alerts the Lead Teacher to possible areas of concern related to children, parents, regulatory compliance or the provision of high quality childcare.

WORKING CONDITIONS

Physical Demands:

- Stands, sits and moves about while supervising children at play in outside areas and while participating in indoor activities.
- Walks when accompanying children taking walks and on field trips.
- Sits when doing paperwork, observing children and eating at mealtimes and snacks.
- Lifts and carries children weighing up to 35 pounds.
- Reaches for and handles equipment and supplies when preparing meals, setting up for activities.
- Pushes and pulls to move furniture and fixtures within the classroom.
- Stoops, kneels, crouches and crawls when playing games with children and to demonstrate methods of performing tasks. Staff is expected to interact with children at their level.
- Talks to communicate with children and co-workers, and to read or relate stories.
- Hearing is needed to read all types of written materials, to complete reports; to examine cuts or bruises incurred by children and to administer first aid.
- Field of vision needed to observe children at play and during typical activities, to closely monitor developmental factors. •
- Is attentive to the Health & Safety Policy and the roles and responsibilities outlined.

- Environmental Conditions:
- Most work is performed in an indoor classroom setting.
- Accompanies children outdoors daily for such activities as playtime, games, walks, field trips, though not during severely inclement weather, extremely hot or cold.

JOB REQUIREMENTS:

Education: High School Degree or equivalent at minimum

Experience: Experience working with young children e.g. Nanny, Summer Camp Counselor, Vacations, Program, Family Day Care, Extensive Baby-sitting.

Skills, Knowledge and Abilities:

- Familiarity with children's developmental stages.
- Ability to provide a nurturing and comforting environment for children.
- Receptive to professional staff development
- Good interpersonal skills
- Enthusiasm and willingness to learn.
- CPR and First Aid Certification (will be trained after being hired).
- Knowledge of Universal Precautions (will be trained after being hired).
- Knowledge of USDA requirements to monitor meal service will be trained after being hired).

OTHER FACTS:

Days and hours of work: The center operates Monday through Friday, except for designated holidays. Open at 7 am and close at 6 pm.

Supervised by: Lead Teacher

Individual Employee Performance Appraisals will be completed when a new employee has worked for three (3) months; again, when employed for one (1) year and annually thereafter. Goals and Plans will be developed and goals agreed upon in the beginning of the evaluation period.

