



## TEACHER ASSISTANT JOB DESCRIPTION

**Reports To:** Education Director

**Job Summary:** Plans, conducts and supervises activities with a group of children. These activities will be in an indoor and outdoor setting aimed at promoting social, emotional, intellectual and physical development of the children.

### **Essential Duties and Responsibilities:**

- Assist the Lead Teacher in the following, but not limited to:
  - o Preparing and maintaining records of children's educational folders consisting of parent conferences, home visit reports and educational progress reports.
  - o Maintaining a positive atmosphere in the classroom through use of soothing tone of voice and positive discipline strategies.
  - o Preparing lesson plans and education activities.
  - o Responsible for communicating with team worker, parent and supervisor any information concerning the child's reaction to developmental and prescriptive activities following implementing the activity.
  - o Promoting and organizing children's performance skills for special events and parent meetings.
  - o Conducting educational activities of interest to children during transitional periods or unexpected waiting situations, such as waiting for lunch, field trips, rainy days etc.
  - o Completing a minimum of three visits/parent conferences per school year.
- Direct interaction, supervision and evaluation of classroom children.
- Attends staff and parent meetings as scheduled.
- Attends professional conferences, workshops, trainings, other educational institutions to enhance knowledge and skills.
- Keep the classroom and closets clean, neat and organized at all times.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of Early Childhood principles, practices and priorities.
- Knowledge of curriculum trends, techniques of planning, implementation and evaluation of developmental activities for young children.
- Knowledge of implementing a Developmentally Appropriate Curriculum.
- Knowledge of standardized rules, procedures and operations with training and experience to perform the educational assignments.
- Ability to be sensitive to the multi-cultural enrollment of children and show respect for the individual ethnic and cultural values of all children.



TEACHER ASSISTANT  
JOB DESCRIPTION

- Ability to adjust and comply with program requirements and assignments in a timely manner.

**Education and Requirements:**

- Minimum National Child Development Associate (CDA) or state-awarded certificate that meets or exceeds the requirements for a CDA credential

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.