

Teacher Aide- Job Posting Summary

Job Summary

The Teacher Aide works cooperatively with the Lead Teacher and Teacher Assistant to plan and implement the daily education program for the children. Under the reflective supervision of the Lead Teacher, the Teacher Aide will ensure that all classroom activities and environment are developmentally appropriate and meet the individual needs of children as mandated by federal, state and local standards and that they reflect the agency's philosophy and curriculum. The Teacher Aide will provide support in assuming the Lead Teacher's responsibilities in the absence of the Lead Teacher.

Essential Job Duties

- In conjunction with the Lead Teacher, develop and regularly monitor child education binders for each child and ensure all confidential information is protected.
- Accurately complete all required program documentation and submit in a timely manner to the Lead Teacher.
- Participate in recruitment efforts to help maintain full program enrollment.
- As assigned by the Lead teacher, monitor and ensure that daily attendance, health checks, parent sign/scan in, and meal participation reports are completed daily.
- Read and respond to Outlook emails daily.
- Observe, assess and document each assigned child's health, skills, behavior, growth and development.
- Adhere to all IEP, IFSP, Implementation Plans and/or strategies provided by Education Managers and/or Consultants
- Provide opportunities for children to develop positive self-images and experience success.
- Ensure goals are made with parents and are reflected in children's individual plans
- Participate in Family/Child Reviews.
- Identify any developmental concerns regarding the children and follow agency protocol.
- In conjunction with the classroom teaching team, plan and implement developmentally appropriate experiences that will promote the social, emotional, physical and cognitive development of each child.
- In conjunction with the classroom teaching team develop lesson plans with goals, objectives, experiences and outcomes for children.
- In conjunction with the classroom teaching team utilize standardized and authentic assessment data to create learning opportunities to advance children's development and learning

Required Qualifications

- **Teacher Aide I-** (Note: Teacher Aide I category is not permitted to be left alone with children.) High School Diploma or G.E.D. and six months experience working in an early

childhood or child care program. Must have six hours of child development coursework or a Child Development Associate (CDA) Certification within two years of employment.

- **Teacher Aide II-** High School Diploma or G.E.D. with thirty (30) semester hours of college coursework which includes six (6) semester hours of child development coursework and one year of experience working in an early childhood or child care program. OR High School Diploma or G.E.D. with a non-expired CDA Certification and one year of experience working in an early childhood or child care program.
- Clearance of background check by Department of Children and Family Services.
- A biannual physical examination and TB test are required as condition of initial employment and continued employment.
- Knowledge of and ability to implement Early Head Start/Head Start or other developmental child care programs.
- Knowledge of and ability to implement child development and early childhood principles, practices and curricula for the specific age group (0-3 or 3-5).
- Ability to remain abreast of ongoing developments in the child care field.
- Ability to work as a cooperative and supportive team member.
- Ability and willingness to work in a program located in a high-risk, low income community.
- Ability to reflect on one's own practice and make changes as suggested through meetings, data dialogues, observations and reflective supervisions.
- Ability to work a flexible work schedule between the hours of 7-6
- Ability to communicate and work with diverse families and professionals.
- Ability to exercise discretion in handling confidential information and materials.
- Basic knowledge of computer applications and the ability to learn and master other computer technology /software programs as needed.
- Ability to communicate and respond in a manner that demonstrates respect and concern.

Physical Abilities

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items of up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Must have good command of English language and grammar, both verbal and written.
- Must be able to remain abreast of developments in the child care field to enhance professional growth and development.
- Must be able to manually operate and use a computer and other office equipment.
- Must be able to clearly hear and understand telephone conversations.