**Job Description**

**Job Title:** Teacher Aide

**Reports To:** Preschool Teacher

**FLSA Status:**

**Department:** Early Childhood

**Division:**

**Summary:** Assists teaching staff with student instruction & direct supervision by performing the following duties.

**Duties & Responsibilities** include the following. Other duties may be assigned.

**Qualifications and Requirements:**

The Teacher Assistant must have:

1. Communicates measurable learning objectives; guides students towards mastery of objectives; checks for understanding frequently.\*
2. Utilizes appropriate instructional materials and techniques.
3. Organizes the classroom to maximize opportunities for instruction; communicates to students about their individualized Education Plan goals regularly.\*
4. Circulates among student, provides frequent individual attention; corrects student errors in a positive and timely manner.\*
5. Observes and records student progress daily; implements lesson plans as designed by teacher; maintains appropriate level of the student supervision at all times.\*
6. Completes incident reports with objective descriptions; demonstrates an understanding of students’ diagnosis.\*
7. Assists in maintaining academic charting and completion of homework.\*
8. Implements interventions as prescribed in the treatment plan.\*
9. Utilizes a variety of incentives and rewards, both tangible and social.\*
10. Transport students to and from school when assigned.\*
11. Provides crisis intervention according to behavioral management policies.\*
12. Participates in the development and implementation of treatment plans.\*
13. Fosters student motivation through enthusiasm and encouragement.
14. Follow all classroom/school policies and procedures thereby setting an example to students.
15. Maintains professional behavior during conflict situations.
16. Communicates with co-workers and parents in professional manner.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Associates Degree in Early Childhood/CDA Credentials. (preferred Spanish-speaking)

**Language Ability:**

The teacher assistant must have the ability to read and internet documents such as safety rules, operating and maintenance instructions, and procedure manuals; the ability to write routine reports and correspondence, the ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

The teacher assistant has the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; also to apply concepts of basic algebra and geometry.

**Reasoning Ability:** The teacher assistant must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; also the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

The teacher assistant must be able to perform this job successfully; an individual must have knowledge of word processing software; spreadsheet software and internet software.

**Certificates and Licenses:**

Associates Degree in Early Childhood/CDA Credentials. Prior experience in childhood care required

First Aide & CPR

**Work Environment:**

The work environment characteristics described here 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.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and fumes or airborne particles.

The noise level in the work environment is usually loud.

**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 regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance; stop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

***Job Duties & Responsibilities may change at any time without notice Per Daycare Center Director/Lead Teacher.***