**Job Description**

**Job Title:** Teacher Assistant

**Reports To:** Lead Teacher

**Department:** Early Childhood

**Division:**

**Summary:** Responsible for planning and implementing daily classroom lesson plans and assuring safety of children in the preschool classroom by performing the following duties.

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

1. Plans and prepares lesson plans, and submits in accordance with administrative guidelines on a monthly basis.
2. Oversees and facilitates the general safety of the classroom environment and its activities to include outside play.
3. Interacts with children through instructional methods to include play, music, arts and crafts, reading, writing, science and physical activities.
4. Assists children with completing assigned projects and enhancing learning skills.
5. Designs and maintains classroom climate to include visual aids related to curriculum and age/stage of development.
6. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed in log book and notifies management.
7. Promotes and fosters each child’s positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
8. Prepares thorough evaluations for children on a yearly basis or as needed.
9. Establishes and maintains a positive interpersonal relationship with all children, fellow staff and parents/guardians.
10. Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
11. Works closely with Head Teacher in a team-teaching atmosphere for classroom activities and shares pertinent information, suggestions or ideas on a regular basis.
12. Assists in daily supervision Room Assistants and Room Aides.
13. Attends in-service training, conferences, staff meetings and parent meetings as required.
14. Performs general classroom cleaning duties as necessary.
15. Writes summaries of daily activities and provides parents/guardians with documentation.
16. Maintains accurate and current attendance records and other related paperwork.
17. Adheres to all established policies, procedures and code of ethics.
18. Performs other related duties as assigned.

**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: pursuing Bachelor’s in Early Childhood Education/Type 04 Certification; functioned as an Teacher-Assistant in a Early-Head Start/Head Start Program. Participated in an QRS Star Level Rating /ExceleRate Quality Rating Program; understands the concept of Continuous Quality Improvement (CQI).

**Language Ability:**

The teacher 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 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 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 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:**

Type 04 Certification/Teaching Certificate

A.A. Early Childhood/pursuing Bachelor’s

First Aide & CPR

Illinois Gateway Participant

**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.

The noise level in the work environment is usually moderate.

**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.