

# Teacher Assistant

## Part Time Positions Available

### Job Summary:

- The Teacher assistant is responsible for assisting in planning and carrying out a program that meets the emotional, physical, intellectual and social needs of both the individual and the group; to assist in providing the children with a safe, loving and nurturing environment so the child feels secure; to assist in insuring all children are supervised at all times and planned activities are carried out.

### Education / Experience:

- Must possess a High School Diploma or GED.
- Minimum of one (1) year experience in working in a childcare setting.

### Qualifications:

- Must pass Level II Background Screening.
- Must pass drug test.

### Work Environment:

- The work environment for this position is typical of any childcare center environment. 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.
- The employee is frequently required to sit, and reach with hands and arms, and talk or hear.
- The employee is frequently required to stand; walk; use hands to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

### Training:

- Must complete all state required training within 1 year of hire.

### Essential Job Functions:

- Assist in creating and maintaining a room arrangement that is clean, inviting, interesting, and stimulating so the child may explore and grow.
- Assist with gathering the necessary teaching materials before they are needed.
- Make sure children are supervised at all times - in the classroom, lunchroom, bathroom, and on the playground.
- Assist with the housekeeping so that the classroom and equipment are maintained in a clean, safe, and orderly way.
- Assist with maintaining daily records for classroom attendance, accidents or incidents, and the USDA food program.
- Assist with the children's personal care, such as changing clothes, washing hands, tying shoes, etc...
- Perform other functions, as directed, relevant to the position.