

St. James Lutheran Child Care Center	JOB DESCRIPTION	Page: 1 of 4
	Position Title: Teacher Assistant/Aide	Position Description Effective: 9/2/08
	Department: Instruction	FLSA Status: Non-exempt
	Reports to: Lead Teacher/Asst. Director	Wage: \$15,080-\$19,240

Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

POSITION SUMMARY: The teacher assistant/aide is responsible for supporting the care and education of a group of children as part of a teaching team. The teacher assistant/aide follows the plans and implements the curriculum developed by the lead teacher/director or assistant director and, with active participation of other members of the teaching team, works with parents and assesses the needs of individual children.

The teacher assistant/aide must have an interest in and understanding of child development, appropriate lesson planning in early education, and be committed to the development of Christian values and morals in children. This position requires a high skill level in the areas of written and oral communication, conflict resolution, organization and prioritization, as well as an ability to follow directions.

ESSENTIAL FUNCTIONS:

1. **Establish and maintain a safe and healthy environment** by *a)* complying with state/local regulations regarding the care of children, *b)* keeping the classroom neat, clean, organized and supplied, *c)* maintaining a safe environment, *d)* preparing and serving a nutritious snack program and promoting healthy eating practices, *e)* posting necessary information to ensure the safety and well-being of the children in absence of the teacher, *f)* completing accident/incident reports, reporting all injuries, changes in health conditions and/or behaviors and accomplishments of the day to the teacher (as well as completing the illness/injury log the first of each month for the previous month's reported illnesses, injuries or incidents as instructed by the supervisor, *g)* helping to care for the personal needs of all children such as diapering, hand washing, toileting, teeth brushing, and all other needs as they arise, and *h)* being consistent in following hygiene, nutrition and safety policies. **Rating** _____

2. **Advance physical and intellectual competence** by *a)* assisting in implementation of all daily activities including program, curriculum, and Christian Education, etc., *b)* meeting the cognitive and physical needs of the children through assisting in the planning and

implementation of activities and experiences that promote language and literacy, and the acquisition of mathematics and science concepts, as well as using the appropriate equipment and materials for play that promote children's physical development, *c)* supporting and providing a balance between child-initiated and adult-initiated activities, *e)* supporting and providing a balance between quiet and active learning activities, *d)* involving children in planning and implementing learning activities, and *e)* providing an integrated curriculum that meets the needs of individual and groups of children.

Rating _____

3. **Support social and emotional development and provide positive guidance** by *a)* speaking to the children with respectful and nurturing language, *b)* bringing the children to a better understanding and appreciation of the presence of God in their daily lives, *c)* meeting the spiritual, social and emotional needs of the children through assisting in planning and implementation of hands-on activities that develop positive self-esteem and social skills, using and promoting positive guidance techniques, providing a wide variety of creative and expressive activities, communicating with children at their developmental level, encouraging children to be independent, and using consistent guidance and discipline procedures, *d)* assisting with implementation of culturally diverse experiences, and *e)* assisting with the establishment of routines with smooth transition periods.

Rating _____

4. **Establish positive and productive relationships with families** by *a)* maintaining confidentiality of children, parents and staff, *b)* facilitating direct communication with families on a daily basis, including but not limited to greeting individual family members during drop-off and pick-up and engaging in direct conversations, *c)* promoting communication and sharing classroom information with parents through daily completion of ("Look what we did today"...wipe off board and "Look what I did today"...care reports), weekly progress notes, a monthly newsletter, and semi-annual parent conferences, *d)* assisting with completion and sharing of child observation with parents within 45 days of program entry and twice a year thereafter, *e)* encouraging parents to participate in a variety of ways in the program, *f)* helping to plan and coordinate at least one annual group activity to involve parents in meeting program learning goals, *g)* assisting to provide parents with written and verbal information on health, human services, wellness, nutrition, fitness and/or child development topics at enrollment and annually thereafter, *h)* upon request preparing, scheduling and participating in parent conferences twice annually to discuss the child's progress and behavioral, social and physical needs, *i)* supporting implementation (when applicable and in conjunction with parents and service providers) of activities appropriate to meet IEP or IFSP goals and/or special needs plans and objectives, and *j)* assisting in providing general information to parents regarding transitioning children to another classroom or educational setting including a written transition plan and participation in an individual meeting to share specific information.

Rating _____

5. **Ensure a well-run, purposeful program responsive to participant needs** by *a)* keeping colleagues up to date on matters regarding your room, children in your care, families of children in your care, and staff under your supervision, *b)* directing questions and concerns

to the lead teacher or Director, *c*) assessing program supplies and materials needed prior to implementing activities, *d*) coordinating and helping to supervise aides and volunteers working in the classroom, *e*) assessing needs and developmental progress of the children three times per year utilizing appropriate observation techniques, *f*) completing monthly observations of child used to share with parents within 45 days of program entry, *g*) completing the Child Assessment three times during the year (once in the beginning, middle and end), *h*) using results of observations and assessments to provide a written plan of activities, curriculum development, and individual child planning (and referral to community resources), *i*) implementing a learning curriculum that incorporates the PA Learning Standards that crosswalks curriculum and assessment tools to the Learning Standards, *j*) assisting in maintaining weekly written plans based on child observation, using learning standards for classroom planning and documentation of children's learning, *k*) reporting children's outcomes using the Ages and Stages/Ounce/Work Sampling System's Guidelines and Checklists (effective 7/1/09), *l*) preparing cubbies, mailboxes, mats, etc. for new children and ensuring classroom labels for areas and shelves are maintained, and *m*) working with assistant teachers, ordering basic supplies needed to carry out lesson plans and maintaining an orderly learning environment referencing the age appropriate environmental rating scale –

Note: Keystone Stars Standards requires that:

- The average facility score of all sampled classrooms/age groups assessed by a STARS ERS assessor must be a 5.25;
- Each individual sampled classroom/age group must have an ERS score no less than 4.25;
- A written Improvement Plan must be developed to address any ERS subscale score below a 4.25.

Rating _____

6. **Maintain a commitment to professionalism** by *a*) attending monthly staff meetings as scheduled, *b*) complying with all state regulations regarding staff records and training, *c*) completing and maintaining a Professional Development Record to be stored in the child care office at all times, *d*) promoting the center's vision, mission, philosophy and educational objectives, *e*) supporting the center's code of ethical conduct, *f*) engaging in ongoing staff development to improve personal and professional skills, *g*) supporting the professional growth and development of colleagues by sharing materials and information, and providing helpful feedback and encouragement, *h*) attending workshops and in-service training as instructed by the Center Director based on the PDR training plan (each assistant teacher completes 24 clock hours of professional development annually; each aide completes 15 clock hours), *i*) participating in two professional growth and development activities and assisting with planning and implementing special events, and *j*) assisting in providing and sharing written information with parents on topics including health and human services, wellness, nutrition and fitness, and/or child development. **Rating** _____
7. **All other duties as assigned by the Director or lead teacher.** **Overall Rating** _____

