



JOB DESCRIPTION

Job Title: Early Education Teacher Assistant	Department: Child Care	
Reports to: Director/Assistant Director	Employment Status: Full Time, Non-exempt, Sensitive	
Classification: (Do not fill in) Supervisory Status: Yes		
Date Approved: (Do not fill in)	Driving Classification: Drivers license [REDACTED]	
Salary, Minimum:	Mid-level:	Maximum:

Summary: The Early Childhood Teacher Assistant ensures a safe and healthy environment for children; promotes physical, mental, and social development for children while providing early education and care to infants, toddlers, and preschool age children.

Essential Duties and Responsibilities

- Prepares materials and supplies needed for daily activities
- Organizes and participates in games, reads to children, and teaches them simple painting, drawing, songs, dance and movement and similar activities
- Directs children in eating, resting, exercising and toileting
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books
- Maintains discipline in the center
- Assists in recording each child's progress and growth; confers with parents as needed
- Maintains daily progress reports, activity logs, and accident reports; assists in maintaining educational and activity sheets/calendars
- Serves meals and refreshments to children and regulates rest periods
- Assists in preparing food and cleaning quarters
- Maintains professional knowledge by attending meetings, conferences and educational workshops
- Contributes to a team effort and accomplishes related results as required
- Performs other duties assigned
- Responsible and capable to perform in teacher position when lead teacher is absent
- Maintain required 18 hours of annual training
- Knowledge of early childhood development, diet and nutrition guidelines
- Some knowledge of Mojave traditions, language, history and culture is helpful.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to exercise independent judgment
- Ability to handle multiple tasks and meet deadlines
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to work extended hours and various work schedules

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in operating various work processing programs and other office equipment
- Skill in administering disciplinary rules to children and resolving situational conflicts among children
- Certified in First Aid, CPR and current Food Handler's Card
- Maintain 18 Early Childhood annual training requirements
- Other duties may be assigned.

Competency:

Must have classroom or child care classroom setting experience and the ability to assist with management of a classroom size of 15-25 children each day. Must have experience supervising others and to effectively manage the care and early education of the program goals.

Qualifications:

- Must be 19 years of age
- Have a high school diploma or GED
- Must have 6-9 Early Childhood College Credits or obtain within two years of hire
- Must have six months classroom experience working with children 0-5 years of age
- Certified in First Aid & CPR (preferably Adult, child, & infant) or obtain within 3 months of employment
- Current Food Handlers card or obtain within 3 months of employment
- Must satisfy health requirements as defined by the federal program standards for child care facilities, which consists of:
 1. Successfully completing a thorough background and fingerprint check,
 2. Sign a confidentiality statement,
 3. Successfully pass a pre-employment drug test, upon hire
 4. Successfully pass physical exam, upon hire to meet the physical demands requirement of the job.
 5. Successfully pass tuberculosis test, upon hire.
 6. Current Immunization verification upon hire

Education/Experience:

Must have a high school diploma or GED, must have , 6-9 Early Childhood College Credits or be willing to obtain , Must have six months classroom experience,

Language Ability:

Ability to communicate efficiently and effectively both verbally and in writing

Math Ability:

Ability to calculate chronological age of children for developmental assessment, attendance records, time card calculations.

Reasoning Ability: Skill in analyzing problems, Ability to exercise independent judgment projecting consequences, identifying solutions, and implementing recommendations, Skill in administering disciplinary rules to children and resolving situational conflicts among children

Computer Skills:

Be able to use a computer, with Microsoft Office Software

Equipment, Machinery, Tools and Material Utilization:

Be able to operate a vacuum cleaner, Shop Vac, computer, fax machine, printer, cutter, shape cutter, digital camera, and laminator

Certificates and Licenses:

Child Development Associate Certificate or be willing to obtain within two years of employment; first aid and CPR (preferably infant, child, adult certification), food handlers card or be will to obtain within 6 months of the job

Supervisory Responsibilities:

Supervises and provide guidance and direction to childcare assistants, aides, parent volunteers, volunteers, and summer youth workers. Maintains professional knowledge by attending meetings, conferences and educational workshops

Work Environment:

Must maintain an age appropriate learning materials and equipment in classroom environment based on Early Childhood Environment Rating Scale

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee frequently is required to stand, run, walk, sit, climb or balance, and taste and smell. The employee must lift and/or move up to 25 pounds or more.