Northern California Conference

**Job Description**

**DATE:** July 1, 2016

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Center Director

**TITLE:** ECEC Teacher’s Aide

**Wage/Salary:** $

**ERI Category:**

**Job Code:** B **Step:**

**SUMMARY:** The person selected for a teacher aide position will be responsible for supervision, management and planning for the group and will work in cooperation with and under the supervision of the teacher for that group.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Assists the teacher in providing a warm and nurturing environment.
2. Interacts and encourage the children to participate in the activities during the day.
3. Provides children with a safe, loving and nurturing environment.
4. Helps the children control behavior using a positive, appropriate approach
5. Provides nurturing, but help the children become independent.
6. Promotes integral learning during meal and bathroom times; help the children learn appropriate pro-social skills.
7. Maintains a room arrangement that is safe, inviting, interesting, and stimulating.
8. Cultivates total awareness of the children’s safety during all activities.
9. Supervises and interacts with children in all activities, in-doors and outside
10. Remains with the children at all times and participates in all appropriate activities.
11. Maintains an environment that helps each child develop to the fullest in all areas of development while maintaining an environment that helps each child to have positive experience throughout the school day.
12. Maintains good communication with parents.
13. Assists the teacher in planning activities for the group and offer suggestions and information about the children.
14. Ensures that program goals and philosophy are adhered to.
15. Actively works on maintaining a cooperative and supportive attitude among the staff team.
16. Attends staff meetings as required
17. Attends workshops and in-service training as requested.
18. Assists in any record keeping for the classrooms as requested.
19. Responsible for observing visitors and helping them as necessary.
20. Responsible for answering questions about the program.
21. Aware of and follows the policy on suspected case child abuse and/or neglect.
22. Helps with general housekeeping tasks. Provide a sanitary environment, especially at meal and bathroom times.
23. Maintains a professional attitude.
24. Be flexible and adapt easily to the changing staffing needs of the program.
25. Be familiar with all health and emergency policies and routines. i.e.: fire, medical, tornado, first aid, and CPR.
26. Maintains professionalism by observing the confidentiality of children, parents, staff and program.
27. Helps plan and attends all school functions as requested by supervisor.
28. Perform other assigned duties relevant to the needs of the program.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Minimum requirements for a Teacher’s Aide are to be at least 18 years old and have knowledge of children and child development obtained through at least 6 ECEC units. Experience with children is preferred.

**Language Skills**

The teacher’s aide should have the ability to read and comprehend simple instructions, short correspondence and memos. The teacher’s aide should have the ability to write simple correspondence. The teacher should have the ability to effectively present information one-on-one and in small group situations to students, parents and other employees of the organization.

**Mathematical Skills**

The teacher’s aide should have the ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s.

**Reasoning Ability**

The teacher’s aide should have the ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Responsibility to Parents:**

Do not discuss personal matters, other children, or other parents with a parent. If you are talking with another staff person when a parent or a visitor walks in, please stop immediately and attend to the parent or visitor.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

Tasks are usually performed under normal conditions with little or no noticeable discomfort, with the noise level at an occasional high but generally moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.