



## **TEACHER ASSISTANT** **JOB DESCRIPTION**

**GENERAL DESCRIPTION OF POSITION:** Assists Lead Teacher and Teachers in planning and implementing learning experiences that advance the development of the whole child. Establish and maintain a safe, healthy learning environment by planning and implementing high quality learning experiences to advance the development of the whole child in partnership with families. Comply with all Colorado Department of Human Services licensing requirements and the National Association for The Education of Young Children (NAEYC) Accreditation Standards. Implement a balance of group and individualized experiences to promote the development of school readiness skills.

**RESPONSIBLE TO:** Center Director works under the guidance of the Lead Teacher and Center Director.

**FLSA CLASSIFICATION/STATUS:** Non-exempt

### **QUALIFICATIONS:**

- Meets Colorado Minimum Rules and Regulations for Teacher Assistants. Must be willing to further your education by working towards a Child Development Associate, Associate of Arts Degree or a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, or a related field. Additional coursework may be required based on classroom assignment.
- Experience teaching in the Early Childhood Education field preferred.
- Must demonstrate the following qualities: self-motivated, self-directed, able to make good judgments, creative, reliable, and dependable.
- Sincere interest in working with children and families and is knowledgeable regarding children's development and growth.
- Must present a professional demeanor in behavior and dress.
- Successful completion of a post-offer, pre-employment physical examination (within 30 days of hire), TB test, back-ground screen and drug test and thereafter as required.
- First Aid and infant, child & adult CPR, and within 60-days of employment and maintain as required.

### **General Educational Development:**

**Reading:** Ability to read moderately difficult books, thesauruses, encyclopedias, manuals, handbooks, emails, policies, procedures, reports, calendars, letters, schedules, etc. written in the English language.

**Writing:** Using the English language to write simple, compound and complex sentences using print and/or cursive style, with proper formation, punctuation, syntax, spelling and grammar using all parts

of speech.

**Speaking:** Speak clearly and distinctly with poise, appropriate pauses and emphasis, voice control and confidence, using correct English. Participate in group/panel discussions, debates and speak extemporaneously on variety of subjects using correct and understandable English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

**Reasoning:**

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Mathematical:**

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Produce and interpret graphs, charts, and tables. Perform arithmetic operations involving all American monetary units.

**Technology:**

Use basic office equipment such as telephone, fax machine, copy machine, printer, calculator, etc. Ability to use computer hardware and software to complete job tasks including key-boarding, word processing, spreadsheets, database, data entry, report writing, electronic presentation, management, file management & Windows Explorer, scanner knowledge, copyright knowledge, computer security knowledge, etc.

### **ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

1. Assists teacher with duties as delegated and accept supervision.
2. Be a part of the planning and implementation of appropriate children's learning activities to enhance skill development in all domains of learning.
3. Ensures that the classroom environment (including outdoors) is clean, safe and appropriate, in accordance with CDHS Licensing, Health and Safety requirements, USDA food and sanitization requirements, NAEYC Cleaning and Sanitation Table, and Early Connections policies and procedures.
4. Demonstrates acceptance of all children (and their families) including those with special needs, behavioral challenges, diversity of culture, race, ethnicity and parental choices.
5. Adheres to Early Connections policy of confidentiality.
6. Engages in positive interactions with children, teacher and families.
7. Presents self as a professional in appearance, language, attitude, values and support of Early Connections mission.

### **CHILD GROWTH AND DEVELOPMENT:**

1. Successfully engage and challenge children of differing abilities.
2. Implement learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeric awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities.

### **CLASSROOM MANAGEMENT:**

1. Maintain materials and classrooms in a safe and clean manner to meet all health and safety standards, including CACFP regulations including the maintenance of the outdoors area.
2. Individually document attendance, and meal recording.
- 3.

### **FAMILIES:**

1. Encourage family engagement in school readiness opportunities to include, Classroom

Celebrations and Family Nights.

2. Support the development of positive relationships between children and their families, while maintaining professional boundaries.

#### PROFESSIONALISM:

1. Demonstrate positive attitude and use common sense. Maintain interaction with children that is warm, sensitive, honest, natural, calm, respectful, and appropriate. Demonstrate sense of humor, flexibility and adaptability.
2. Be prepared, punctual and engaged in meetings and work duties to include, staff meetings, events, etc.
3. Adhere to program policies and procedures and accept related duties as requested.
4. Collaborate and share with co-workers and respect their opinions and contributions.

#### HUMAN RELATIONS AND COMMUNICATION:

1. Communicate with appropriate staff (within all departments and community) to meet the needs of the classroom, children, families and host schools.
2. Share all information with co-workers and supervisors as appropriate and communicate openly and honestly.
3. Use discretion and maintain confidentiality with matters of children, families, staff and program as appropriate.

#### **Physical & Strength Demands:**

**Exert 20 to 40 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or 10 to 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or greater than negligible up to 10 pounds of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects including, the human body. Job involves sitting, standing, walking, lifting, carrying, reaching grasping, bending, stooping, crouching, pushing and/or pulling**  
**Position requires physical mobility, with or without reasonable accommodation if requested, to perform essential functions of the job.**

**Following is a list of some of the major physical and strength abilities (not all inclusive):**

- Exerting 20 to 40 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects including the human body.
- The ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without fatiguing.
- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- The ability to quickly and/or repeatedly bend, stretch, twist, or reach out with the body, arms, and/or legs.
- The ability to physically and emotionally endure working with pre-school age children for long periods of time.
- The ability to coordinate one's movement of the arms, legs, and torso together in activities where the whole body is in motion.
- The ability to see objects or movement of objects to one's side when the eyes are focused forward.
- The ability to keep or regain your body balance or stay upright when in an unstable position
- The ability to see details at close range (within a few feet of the observer).
- The ability to see details at a distance.
- The ability to detect or tell the differences between sounds that vary in pitch and loudness.

**I have read this job description, as well as the general employment requirements. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented**

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**Employee's Signature**

**Date**

**I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.**

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**Supervisor's Signature**

**Date**