



## Job Description

**Title:** Substitute Teaching Assistant  
**Approved By:** Executive Director  
**Department:** Early Childhood

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### **REPORTING RELATIONSHIPS**

Position Reports to: Early Childhood Center Director. Takes Direction from Lead Teacher  
Positions Supervised: None

### **SUMMARY OF POSITION**

Actively participates in the daily care and education of young children. Assists with implementation of individual student goals, monitors health and hygiene, follows therapeutic guidelines, and promotes positive language and social interactions. Documents applicable information into the communication logs, employee time sheets, daily notes, etc. Ensures children's needs are addressed, protects children's rights and promotes family inclusion. Knowledgeable of legal, regulatory and agency guidelines; takes measures to ensure self and team are compliant. Keeps supervisor and team members apprised of events, needs, and concerns of the department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Promotes a positive learning environment through developmentally appropriate activities. Takes direction from Lead Teacher with implementing lesson plans and picture schedules. Knowledgeable of children's goals and individual plans and assists with implementation. Initiate activities within structure for the day. Promotes a positive learning environment by keeping children actively engaged in meaningful activities during structured time and during transitions. Works with lead teachers to incorporate therapeutic activities in daily routines. Promotes positive language development by talking, singing and reading with children. Incorporates sign language into activities. Demonstrates enthusiasm for job by and taking advantage of every teaching moment.

Promotes environment that encourages strong social and emotional development. Interacts positively with children. Promotes choice and decision making. Supports structure of the classroom and activities to provide predictability and security for children. Addresses inappropriate behavior in a supportive and respectful manner. Does not engage in scolding or punishing children. Promotes positive relationships and friendships with classmates by teaching age appropriate social skills.

### **OTHER JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES**

Knowledgeable of children's health status and seeks information and training to stay well informed. Ensures documentation of children's records is in accordance with agency policy and regulatory guidelines. Records data, attendance and meal count information. Provides accurate, clear and informative daily notes. Accurately records data and other information relating to educational goals, medical information and communication from parents and guardians. Protects and keeps records confidential. Responsible to maintain a clean, sanitary and organized classroom environment. May perform other related duties as assigned.

## **PERSONAL COMPETENCIES ASSOCIATED WITH THIS JOB.**

**Personal Accountability:** Demonstrates dependability by being on time when called in for work. Assumes accountability for own work. Ensures follow-through on tasks and projects. Follows directives, seeks clarification when necessary and is persistent in overcoming obstacles. Discriminates between decisions that should be made by self versus others. Maintains required credentials and seeks training opportunities to advance professional knowledge. Uses time efficiently by establishing goals, prioritizing and planning work activities.

**Reasoning Ability:** Uses effective decision-making skills before implementing improvements. Able to follow instructions. Effectively assesses situations, identifies emergencies, abusive or neglectful situations and takes appropriate measures to intervene.

**Flexibility:** The ability to adapt to and work with a variety of situations, individuals or groups. Willing to listen to ideas that are different from their own.

**Initiative:** A preference for taking action; doing more than is required or expected which will improve or enhance job results. Challenges the status quo and consistently seeks the generation of new ideas. Proactively seeks feedback from others to improve work processes and levels of service. Seeks work to be done during times of low activity.

## **ORGANIZATIONAL COMPETENCIES ASSOCIATED WITH THIS JOB.**

### **Customer Relations:**

The child and their parent are the primary customer. At the end of the day the parent must feel confident and assured that their child has had a safe, productive, educational and fun day. This is accomplished by developing a caring relationship with the child, responding to their needs and providing the parent constructive, complete and timely communication both written and verbal. Promote inclusion of the family and demonstrate respect for families' values, beliefs and goals. Must serve as an advocate and protect the safety and welfare of the child.

**Teamwork and Cooperation:** A genuine intention to work cooperatively with others, be apart of a team, to work together as opposed to working separately or competitively. Promote and maintain positive team relationships by communicating openly and professionally, refraining from gossip. Brings conflict out into the open and resolves it collaboratively through negotiation. Provides support to others in accomplishing their work. Attends and actively participates in meetings, training and task groups.

**Organizational Commitment:** Understands program and department goals and contributes positively toward goal attainment. Willingness to align own behavior with needs, priorities and goals of the organization. Upholds regulatory standards and agency policies and procedures. Abides by Triality's Code of Ethics. Takes action to maintain a safe environment. Contribute toward ensuring a smoke free work environment.

## **QUALIFICATIONS**

**Education/Certification:** High school diploma or General Education Degree (GED) required. Child Development Associate (CDA) Certification preferred.

**Experience Preferred:** Six months child care or related life experience.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- How to care for child's personal needs; changing diapers, feeding babies.
- How to comfort fussy or distressed child.
- Basic understanding of child development.

### **Skills in:**

- Use of English language, writing, speaking and reading.
- Good interpersonal skills; enjoys working with people.
- Playing and interacting with children; making teachable moments
- Assessing own strengths and weakness and taking initiative for self-development.
- Following a set schedule; ability to transition from activity to activity.

### **Mental and Physical Abilities:**

- Ability to demonstrate patience in high stress situations.
- Ability to effectively convey information, thoughts, and ideas in verbal and written form with all levels of the organization.
- Ability to provide responsive and effective customer service.
- Ability to apply skills learned through training.
- Ability to work and solve problems independently.
- Ability to work under supervision.
- Ability to align behavior with the needs, priorities, and goals of the organization.
- Ability to define problems, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is frequently required to walk, sit, kneel, and bend over, and lift and/or move up to 50 pounds. Must be in good general health, free of communicable disease.

## **WORKING CONDITIONS**

Work is performed in an early intervention center with high activity and noise. There is limited exposure to outdoor weather conditions, dirt or dust. There will be opportunity for exposure to bodily fluids including saliva, urine, and feces.

## **INTENT AND FUNCTION OF JOB DESCRIPTION**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and reviewed and above job description and realize that I will be held accountable for the stated duties. I understand this will become a part of my permanent personnel file and that my employee evaluation will be based on the job description.

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Employee Signature

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Date