



Position Description

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

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. Implements individual student goals, monitors health and hygiene, follows therapeutic guidelines, and promotes positive language and social interactions. Responsible for documentation including meal counts, communication logs, time cards, daily notes, etc. Ensures children's needs are addressed, protects children's rights and promotes family inclusion. Responsible to be 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

1. Implement meaningful activities for children.

- a. Completes accurate documentation of children's records in accordance with regulatory guidelines. This includes meal counts and attendance.
- b. Responsible for providing accurate, clear and informative daily notes.
- c. Follow lesson plans and utilize picture schedules throughout the day.
- d. Ensure department records are protected and kept confidential.

2. Promote developmentally appropriate activities and a positive learning environment.

- a. Organize and implements activities that keep children actively engaged, including leading activities during transitions.
- b. Incorporate sign language into activities.
- c. Implement therapy recommendations accurately and consistently.
- d. Provided choices for children during all activities.

3. Responsible for establishing and maintaining effective communication and coordination with agency personnel, departments and management.

- a. Promote and maintain positive team relationships.
- b. Attends and actively participates in meetings, training and task groups.
- c. Identify and analyze problems and propose resolutions using positive proactive methods.

4. Responsible for customer service.

- a. Provides constructive, complete and timely communication to parents and caregivers.
- b. Responds to child's needs.
- c. Promotes inclusion of family and significant others.
- d. Demonstrate respect for families' values, beliefs and goals.

e. Serves as an advocate, protects and promotes child's rights.

5. Protect the health and safety of children and co-workers.

- a. Knowledgeable of children's health status and seeks information and training to stay well informed.
- b. Ensures program space is clean, safe, organized and well maintained.
- c. Reports unsafe conditions to supervisor or member of administration.
- d. Upholds safety rules and practices.
- e. Contribute toward ensuring a smoke free work environment.

6. Responsible for promoting agency vision, mission, and positive public image.

- a. Upholds regulatory standards and agency policies and procedures.
- b. Abides by Triality's Code of Ethics.

7. Demonstrate personal accountability.

- a. Demonstrates dependability by being consistently at work and on time.
- b. Follows directives, seeks clarification when necessary and is persistent in overcoming obstacles. Discriminates decisions that should be made by self versus others.
- c. Maintains required credentials.
- d. Uses time efficiently by establishing goals, prioritizing and planning work activities.
- e. Actively participates and demonstrates initiative in professional/skill development.

8. Assume responsibility for related duties as required or assigned.

- a. Supports public awareness and fundraising activities.
- b. Stays informed of trends and changes in the field.

QUALIFICATIONS

Education/Certification: High school diploma or General Education Degree (GED) preferred.

Experience Preferred: Six months related experience or life experience; basic sign language.

Skills/Abilities:

Good interpersonal skills; enjoys working with people.
Able to communicate clearly.
Exemplifies dependability, responsibility and accountability through personal example.
Assesses own strengths and weakness and takes initiative for self-development.
Self-starter, demonstrates initiative and ability to work without direct supervision.
Basic computer skills; or willingness to learn.

PHYSICAL ACTIVITIES AND REQUIREMENTS

Must be in good general health, free of communicable disease. Able to lift 50 pounds.

MENTAL ACTIVITIES AND REQUIREMENTS

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Makes sound decisions based on knowledge, analysis and logic. Ability to apply common sense and acquired knowledge to fulfill responsibilities.

Language Ability: Ability to read, understand and apply basic information. Ability to communicate effectively both orally and in writing using proper grammar.

Math Ability: Ability to add, subtract, multiply and divide. Understands units of measure including whole numbers, common fractions and decimals. Ability to compute ratio and percent. Ability to draw and interpret graphs.

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.

Employee Signature

Date