



## **JOB DESCRIPTION**

### **TEACHER AIDE**

Under the supervision of the assigned Site Supervisor, the Teacher Aide shall be responsible to:

1. Assist site supervisor and associate teachers in carrying out goals, policies, and activities designed to implement educational objectives.
2. Assist with classroom activities and supervision of children at all times.
3. Assist in an equal share of joint housekeeping and class preparation, ordered arrangement, appearance, decor, and learning environment of the classroom in cooperation with other staff.
4. Follow Title 22 and Title 5 State Licensing Requirements, CDR policies, and procedures.
5. Communicate with the site supervisor and/or associate teacher regarding difficult individual child behavior.
6. Clean up and put away all materials used for that day.
7. Inspect yard and playground and remove and/or report any hazards and trash.
8. Assist with implementing daily curriculum.
9. Lead circle time when necessary and prepare materials for daily activities, songs, stories, art, and cooking projects.
10. Assist children with any toileting needs.
11. Greet parents and share child's positive progress regularly.
12. Participate in recruitment of children as requested.
13. Attend meetings, in-services, workshops, professional growth opportunities, and other CDR functions.
14. Other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Required Education and Experience:**

- High school graduate or equivalent.
- Minimum of six (6) completed units in child development/ECE.

**Preferred Criteria:** Child/human growth & development and child/family & community courses and/or associate teacher permit or higher. Some paid or volunteer work experience in a licensed child care center or comparable group child care program. Bilingual capability (English/Spanish).

*Teacher Aide (continued)*

**Knowledge and Abilities:** Ability to read, write and speak the English language fluently. Ability to determine cognitive, social, and physical needs of children and communicate verbally and in writing. Ability to maintain confidentiality. Sensitive to multicultural beliefs and practices and ability to relate to children/parents/community. Sensitive to the needs of low-income families. Ability to work with high-risk families and provide for necessary support. Ability to work as a cooperative team member with center staff. Able to handle the responsibilities and routine stress often associated with child care. Flexibility and ability to implement a developmentally and culturally appropriate early childhood program. Able to observe, see, hear, and respond to children's needs, emergencies, & conflicts. Able to reach a child 30 feet away within 30 seconds without danger to the staff person's health.

**Physical Abilities:** Ability to see at normal distance. Hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs, as part of daily center activities. Able to crouch to a child's height, maintain eye contact at the child's level, sit on the floor, and stand tall enough to reach children on the highest piece of equipment. Ability to safely lift or assist children weighing up to 40 pounds in emergency situations only. Ability to reach a child 30 feet away within 30 seconds without danger to the staff person's health. Ability to effectively use hands and fingers to fill out required forms on regular and NCR paper.

**License or Other Requirements.** A dependable auto with appropriate insurance coverage and equipped with seat belts and a valid state of California driver's license may be required depending on center assignment. Must hold Infant First Aid and CPR certificate and renew upon expiration. Must submit to a job pertinent agency paid pre-employment physical examination, negative tuberculosis test and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.