



Responsibilities for Teaching Assistant  
\$18/hour

Monday - Friday, 8:30am-12:30pm or 8:30-3:00pm

All school holidays paid (20+ days per year), school summers off 6 days PTO, throughout school year.

Staff who have a student enrolled receive a tuition discount.

Contracted for August 27<sup>th</sup>, 2024 - May 30<sup>th</sup>, 2025

General Responsibilities

- Possess a strong work ethic, be punctual, and consistent attendance
- Have an awareness of the unique needs of young children and have appropriate expectations of their abilities.
- Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- Utilize developmentally appropriate practice and best practice methods at all times
- Be warm and nurturing with children
- Be a positive role model for all care giving staff and children
- Use positive reinforcement strategies for motivating behavior
- Engage children in activities and play
- Appropriately supervise children while keeping them safe at all times
- Assist children with activities of daily life (e.g., diapering/restroom use, dressing)
- Share positive communication with families about child's day
- Help facilitate daily activities that are developmentally appropriate for preschoolers
- Creating and maintaining an environment that is clean, organized, and safe for all children
- Establish a professional level of rapport with each family in order to provide quality care and friendly service
- Assist the Lead Teacher in implementing curriculum and planning daily activities that are developmentally appropriate for young children
- Assist the Lead Teacher with snack setup and clean up
- Assist Lead Teacher with daily setup and clean up
- Attend and engage in occasional parent participation events and other events
- Communicate with the Lead Teacher regarding all aspects of the children's care as well as classroom management
- Maintain a professional self-image and project the values of the organization at all times
- Other duties as needed

Qualifications:

- Knowledge of child development
- Knowledge of school policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly & flexibly, help others when needed self-starter, organized