



Teacher Aide Job description

Classification:

Non-Exempt Employee

Job Summary

Under the direction of the teacher, assists in the daily management and supervision of the classroom and children. Practice and model Godly principles in the classroom.

Primary Duties and Responsibilities

Education and Curriculum

- Assists in implementing activities and lesson plans. Follows program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with state licensing regulations; counsel's children when social, academic or adjustment problems arise. Practice and models Godly principles in the classroom.
- Assist in Keeping accurate and current records of each child's developmental milestones, student accidents/incidents reports, illness reports, anecdotal notes, and attendance.
- Under the direction of the teacher, helps to establish developmentally appropriate room arrangement, décor, and learning environment in the classroom, consistent with the program's philosophy and goals.
- Provides daily written communication to parents of infants, toddlers, and two-year-olds for each child with a Daily report. For other age groups, ensures that daily list of activities is posted for parents. Assists in maintaining classroom bulletin boards as directed.
- Has working knowledge of Texas Minimum Standards as they pertain to center operations.

Interactions with Parents, Staff and Supervisor

- Interacts professionally with current and prospective families.
- Observes, records, and reports to teacher any needed repairs to the building, play area, equipment, or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health and safety.
- Accepts temporary work assignments in the event regularly scheduled staff is not available, such as taking full responsibility of the classroom in the absence of the

teacher. May write, submit, and implement a lesson plan. May also clean and organize as needs of the program dictate.

Health and Safety

- Implements appropriate emergency procedures in the event of fire, tornado, chemical leak, or any other emergency.
- Administers CPR/First aid or other appropriate emergency procedures in the event of serious student accidents or emergencies.
- Properly maintains educational materials and equipment, ensures that children are using equipment in an appropriate manner.
- Keeps the classroom and other play areas safe and clean.

Reporting Relationship

The teacher aide reports directly to the Early Childhood Director; he/she also takes day-to-day direction and instruction from the Teacher in the classroom.

Qualifications

The teacher aide qualifications must meet or exceed state licensing requirements for age, education, and experience. Previous work experience is preferred.

Must be able to repeatedly bend, stoop and run; must repeatedly lift and carry children. Must be able to effectively interact and communicate with children and parents.

The teacher aide is required to maintain at least 24 hours of training per year.