

## Teachers Aid

### General Position Description

The Teacher Aide supports the Lead Teacher and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. They must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and developing positive relationships with the children and their parents, the Lead Teacher observes and documents children's interests and progress and relays that information to parents and staff. Teacher aids are responsible for implementing developmentally appropriate activities based on children's interests and need under the direction of the Lead teacher and the Director.

### This Position Reports to

- Executive Director
- Opuent Life Church Pastor

### Key Responsibilities

- Assist in the implementation program activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and daily reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensures smooth, daily transitions for children.
- Follow all program policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Must keep the classroom clean, including the floors, doorknobs, sinks, cubbies, and other spaces as needed.

### Additional Knowledge, Skills, and Experience Required

- 1 to 3 years of related experience in a similar position required.
- Responsible, mature and safety conscious.
- Able to meet the physical demands of the position.
- Must clear full background check.
- Must pass health screening.

### Educational Requirements

- High School diploma or GED

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Repetitive hand motions. Frequent standing, stooping, bending, kneeling, pulling and pushing. Moving tables, desks, and other classroom equipment. Frequent prolonged and irregular hours. Possible biological exposure to bacteria and communicable diseases. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.