



## Teacher Assistant

### Qualifications:

- At least 18 years of age
- Satisfactorily completed the *Introduction to Child Care Profession and the Strategies for the Child Care Profession*.

### Responsibilities:

- Assisting the classroom Lead Teacher.
- Hours working from 8:45 a.m. – 12:15 p.m. (Monday through Thursday) depending on assignment.
- Opening doors for parents at **8:55am** and make sure the door is shut at **9:15am**.
- Monitoring the bathroom.
- Calling and contacting parents/guardian if a child is late.
- Assisting in keeping the children on task.
- Helping to supervise the playground.
- Keeping room clean; wipe down door handles, locker handles, sweep up floor, clean up easel area, empty garbage, take out recycling (2X per week).
- Encouraging self-dressing when getting ready for outdoor time or during bathroom visits.
- Assisting parent helper with snack and fill in snack record for birthday treats.
- Encouraging children to engage in learning centers and helping to initiate play between children.
- Directing parent questions about their child's progress/day etc. to the lead teacher.  
**All communication goes through the teacher.**
- Vacuuming/sweeping classrooms and cleaning restroom (daily); washing hallway or classroom floors with water if needed. The priority is to help with the children then the cleaning.
- Check with the teacher to see if anything needs to be done before leaving at 12:15 p.m. Please try to be out of school promptly to give teachers that quiet time to plan and set up for the next school day.
- Be confident in following through with classroom rules.
- Be empathetic, respectful, and encouraging
- Other responsibilities:
  - Check supplies in supply closet, let director know if we are low on things
  - Fill Glue Bottles
  - Fill and empty sink
  - Check and fill soap and paper towels in bathroom
  - Ensure rooms are picked up and toys are placed in their proper places at the end of the day.
- Performing any additional responsibilities that are needed.

Pay: A Teacher Assistant will get paid for the hours worked. There is no pay for overtime.

Insurance: Health Insurance is not offered at this time.

Personal/Sick days: There are none given.

*Supervised by: Center Director and the Classroom Lead Teacher*

