

Title: Teaching Assistant Hyde Park Baptist Child Development Center	Category: Support	Location: Speedway
	Supervisor: Director of Hyde Park Baptist Child Development Center and/or her designated assistant	FLSA Grade: Non-Exempt Status: Regular and Temporary Work Hours: As scheduled

Position Summary

The overall objective of every staff member of Hyde Park Baptist Church and The Quarries Church, in keeping with the Great Commission, is to lead the lost to Christ, baptize them and involve them in on-going Bible study, so that every believer can become a fully devoted follower of Christ.

The Teaching Assistant is responsible to assist the Lead Teacher in educating, nurturing, and supervising children from birth – five years of age who are assigned to their classroom. The Assistant will support a good relationship with the child, parent, and staff.

Accountability

The Teaching Assistant works under the guidance of the Director and Lead Teacher.

Major Responsibilities and Essential Duties

1. Comply with State of Texas Minimum Standard Rules for Child-Care Centers.
2. Assist with the supervision and management of a classroom of 15 children.
3. Be punctual, regular in attendance, and ready to work to ensure a well-run, purposeful program responsive to the needs of the child, families, and staff.
4. Execute delegated tasks from the Lead Teacher and the office staff.
5. Assist in establishing and maintaining an environment for children that is clean, safe, stimulating, pleasant in appearance, and appropriate in room arrangement for each child's developmental level. Assume an equal share of the joint housekeeping responsibilities of the staff. Promote healthy eating practices through participating in family style meals. Coordinate planning of classroom activities and management in the absence of the Lead Teacher.
6. Demonstrate physical and intellectual competence; interact with children in accordance with developmentally appropriate practices established by NAEYC guidelines. Manage the classroom, especially when the Lead Teacher is absent, through positive redirection, problem-solving, setting appropriate limits, and active listening.
7. Provide positive guidance to support the social and emotional development of each child, considering his/her culture and socioeconomic background. Treat each child, co-worker, and parent with dignity and respect. Help each child become aware of his/her role as an integral member of the group, and plan and implement a curriculum that reflects the cultural diversity of the group, providing an environment that fosters self-esteem. Manage behavior and implement classroom rules and expectations in a manner that is consistent, predictable, and age-appropriate.
8. Establish positive and productive relationships with families. Direct parent questions, comments, and concerns to the Lead Teacher or Director. Communicate classroom issues or concerns about a child's development to the Lead Teacher and/or Director. Make families feel welcome in the environment. Greet parent and child upon arrival and departure. Offer support to teaching team relaying observations, report of incidents, behaviors, etc. in a timely manner.
9. Assist in the implementation of daily, weekly, and monthly plans under the guidance of the Lead Teacher. Assist in documentation of child's progress.
10. Demonstrates an ongoing commitment as a childcare professional to fulfill the requirements of city and state licensing agencies.
11. Implement the Program Operating Procedures and ongoing professional training on a daily basis.
12. Follow the NAEYC Code of Ethics.

13. Maintain open communication with the Lead Teacher and other co-workers at all times.
14. Uphold confidentiality regarding the child, family members, and co-workers at all times.
15. Address concerns regarding program issues (i.e. staffing, safety, program, operations) to the Director and/or his designated assistant
16. Attend all staff meetings, parent meetings, or other required trainings.
17. Assist the Director and her designated assistants of the Hyde Park Baptist Child Development Center by performing other duties as assigned.

Minimum Qualifications & Skills

1. Must have a high school diploma.
2. Must be at least 18 years of age and be able to model self after the Lead Teacher.
3. Must be willing to fulfill his/her responsibilities in accordance with the center's educational philosophy.
4. Must possess good interpersonal skills.
5. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, and be able to relate well to children.
6. Must have a patient, calm, and respectful demeanor when dealing with children, families, and staff.
7. Must have the ability to focus on and maintain awareness of a group of children.
8. Must have the ability to apply instruction and training.
9. Must have the ability to execute special assignments and tasks under general supervision.
10. Must have the ability to provide courteous and efficient service.
11. Must be willing to work in a team environment and be flexible.
12. Must support the mission and vision of Hyde Park Baptist Church/The Quarries Church.

Working Conditions:

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Standing for extended hours may be required.
2. Lifting, carrying or transporting objects weighing up to 50 pounds.
3. Activity including extensive walking, stooping and bending.
4. Exposure to temperatures ranging from 32 degrees Fahrenheit to 105 degrees Fahrenheit.

Employee Signature

Printed Name

Date