

Job Description

Position:	Teacher Assistant/Aide – Child Development Center
Classifications:	Full time, Non-exempt
Reports To:	Classroom Lead Teacher – Child Development Center
Evaluation Due:	Annually by Classroom Lead Teacher

Job Objective

The Teacher Assistant supports the Teachers 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. S/he 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 in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistant is responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Qualifications

- High School Diploma or GED, and significant college credit in early childhood education or related field of study. CDA or 6 hours of ECE credit preferred.
- North Carolina Early Childhood Credential (NCECC) Preferred
- Minimum of 1-2 years of professional childcare experience.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health screening.
- Reference Checks Required

Duties and Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials.
- Under the Lead Teacher's direction, provide materials and equipment needed for daily activities, i.e.

- In conjunction with the Lead Teacher, maintain communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child development center.
- Follow all center policies and state regulations.
- Satisfy all goals as established annually in agreement with supervisor.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Assume duties of the Lead Teacher as required.

Physical Demands:

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Ability to lift up to 35 pounds off the ground.

Work Conditions: School environment, involving daily contact with teaching staff, parents, children and church staff. Work will have deadlines, multiple interruptions and high volume of activity; work can be stressful at times.

Regular work week is Monday-Friday.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

Send Cover Letter and Resume to: chris.callaway@covenantpresby.org.