



BIRTH TO THREE TEACHER AIDE- Job Description EDUCARE WEST DUPAGE
Exemption Status: Full Time, Non Exempt - Hourly

POSITION SUMMARY

Under the supervision of the Master Teacher, the Teacher Aide will support the development and execution of classroom activities with the classroom team and help maintain a classroom environment that is developmentally appropriate and meets the individual needs of children and enhances all areas of development. The Teacher Aide will be responsible for assisting with implementing all programming requirements in adherence to all performance and outcomes standards as prescribed by the multiple funding and model requirements

RESPONSIBLE TO: Master Teacher
SUPERVISOR TO: None

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- High School Diploma or G.E.D.,
- Must be willing to pursue coursework specific to infants and toddlers, adhering to program guidelines, as necessary such as Child Development Credential (CDA) after 90 days must start the process and completion within 18 months;
- Have some knowledge of best practices of Infant and Toddler development and care;
- Bilingual English/Spanish preferred, but not required

ESSENTIAL JOB FUNCTIONS

- Participate in training to build an understanding of the Educare Model of early learning programming; remain up to date in required curriculum training and any other trainings as assigned or required;
- Implement curriculum to support lesson planning
- Provide a dual language model in the classroom
- Aide/Provide with learning experiences that promote all developmental areas, including improving the readiness of children for school by developing their language acquisition and vocabulary through a balanced, dual language approach that supports both Spanish and English language acquisition;
- With the Lead Teacher and Teacher Assistant, guide and facilitate activities of the children, including: daily activities, selecting and arranging equipment and materials in the classroom;
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the classroom which at times may require changes to meet the needs of the children;
- Through training will maintain a comprehensive and ongoing portfolio assessment for each child, including observations in each area, and developmental assessment completed three times a year;
- Through trainings and support from teaching team and supervisor will conduct homevisits at least twice a year and two parent conferences to discuss the child's individual development and progress, assist the parents in developing observation skills and solicit parent observations;
- Participate and engage in school's special events
- Eat with children and help them in their development of social and self-help skills, and sound nutritional practices;

- Guide children's acquisition of social skills;
- Attend staff training and meetings, and parent meetings as requested
- Aide in the provision and maintenance of safe and healthy developmentally appropriate environment; Assure that classroom equipment, furniture, materials, supplies are properly maintained and stored;
- Use the playground as an extension of the classroom; assures that the playground is safe;
- Write weekly observations per assessment procedure;
- Aide in implementing an IFSP (Individual Family Service Plan) seeking clarification for any aspects that are not well understood;
- Aide in recruitment of families
- Support in the completion of required reports in a timely and accurate fashion, e.g., lesson plans, portfolio forms, assessment, timesheets, meal reports etc;
- Aide, as requested, in transition activities
- Actively participate in the development and implementation of the Teacher Aide Professional Development Plan;
- Participate in reflective supervision as a participant;
- Assures that files are complete, accurate, and confidentiality is maintained; and
- Engage in active supervision of children which requires focused attention and intentional observation of children at all times. Teacher position themselves so that they can observe all of the children: watching, counting, and listening at all times. They also use their knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect them when necessary. This constant vigilance helps children learn safely.
- Follow guidelines in the employee handbook, positive guidance and code of conduct
- **Perform other duties, as may be required**

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

REQUIRED SKILLS/ABILITIES

- Successfully experience working in a team setting;
- Ability to to work respectfully and cooperatively with a Lead Teacher and Teacher Assistant; assisting her/him in creasing professional knowledge and skills.
- Ability to present a positive image of the organization to members of the community;
- Ability to work with the Lead Teacher and Teacher Assistant to plan, organize and implement position responsibilities effectively, providing input;
- Visual and auditory acuity within professionally determined normal ranges, or with corrections if needed;
- Ability to learn and implement child development and early childhood principles and practices. .
- Must be able to lift 55 pounds; including supporting children on and off changing tables.
- Must be able to participate in outdoor experiences with children; adverse weather conditions are taken into consideration by referencing the Child Care Weather Watch guidelines.
- Must be able to use all physical and mental capacities in order to perform the job duties
- Experience successfully working with a culturally diverse staff and clients.

Employee Signature

Date

Print Name