



## **BIRTH TO THREE TEACHER ASSISTANT-Job Description EDUCARE WEST DUPAGE**

Exemption Status: Full Time, Non-Exempt - Hourly

### **POSITION SUMMARY**

The Teacher Assistant works cooperatively with the Lead Teacher and Teacher Aide to plan and implement the daily education program for the children. Under the supervision of the Master Teacher, the Teacher Assistant will execute classroom activities and help maintain a classroom environment that is developmentally appropriate and meets the individual needs of children. The Teacher Assistant works with the Lead Teacher and Teacher aide collaboratively to plan and participate in indoor and outdoor activities. These activities are designed to enhance all areas of each child's development. The Teacher Assistant will be held 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 of Educare West Dupage.

**RESPONSIBLE TO: Master Teacher**

**SUPERVISOR TO: None**

### **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- An Associate's Degree in early childhood education, child development or a related field with a minimum of (18) semester hours in courses specifically in the care and education of children 0-5 years old or;
- Child Development Associates Credential or 9 semester hours specifically in the care and education of children
- Have knowledge and experience with the basic principles of child development; and some knowledge of best practices of Infant and Toddler development and care;
- Must be willing to pursue coursework specific to infants and toddlers, adhering to program guidelines, as necessary;
- Bilingual English/Spanish preferred, but not required;
- Must hold or be willing to obtain highest possible Gateways to Opportunity Early Childhood Education Credential and/or Infant Toddler Credential based on Education/Experience

### **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
- Perform the functions of this position with a strong understanding of Developmentally Appropriate Practices and Child Development
- Assist with planning and implementing 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 Aide, 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 center, which at times may require changes to meet the needs of the children;



## WEST DUPAGE

- Write weekly observations per assessment procedure;
- Assist with conducting both home visits and parent conferences to discuss the child's individual development and progress, and assist the parents in developing observational skills and solicit parent observations;
- Eat with and assist children in 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;
- Assist in providing and maintaining a safe and healthy developmentally appropriate environment;
- Assist in implementing an IFSP (Individual Family Service Plan) seeking clarification for any aspects that are not well understood;
- Support in the completion and submission of required forms and records in a timely and accurate fashion, e.g., lesson plans, portfolio forms, assessment, time sheets, meal reports etc;
- Assist, as requested, in transition activities;
- Aide in the recruitment of families
- Actively participate in the development and implementation of the Teacher Assistant Professional Development Plan;
- Participate in individual reflective supervision; team reflective supervision and data dialogues regarding classroom observations and assessments.
- Engage in active supervision of children which requires focused attention and intentional observation of children at all times. Teachers 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

- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;
- Ability to work r with the Teaching team to plan, organize and implement position responsibilities effectively, providing input;
- Visual and auditory acuity within professionally determined normal ranges, with correction if need;
- Ability to work respectfully and cooperatively with the teaching team, assisting him/her increasing knowledge and skills;
- Must be able to lift 55 pounds; including supporting children on and off changing tables.
- Must be able to use all physical and mental capacities in order to perform the job duties
- 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.
- Experience successfully working with a culturally diverse staff and clients.



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Employee Signature

Date

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Print Name