

**Central Valley Children's Services Network
Centers
Job Description**

POSITION: Teacher Assistant (Non-Exempt)

DURATION: On-going Based on Funding

ACCOUNTABLE TO: Lead teacher and Site Supervisor

SALARY & BENEFITS INCLUDE:

- Salary Range: \$36,337.60-\$39,353.60 annually depending on experience
- Health Coverage
- Dental and Vision
- Paid Sick/Vacation
- Paid Holidays
- Retirement Plan

PURPOSE OF THE JOB: Provide instructional support and assistance to lead teachers and children in a child development and early educational program setting; perform a variety of instructional and support activities.

ESSENTIAL FUNCTIONS: The following is a list of major duties and responsibilities. Other duties and responsibilities may be assigned, and this job description may be modified as needed.

Contract Administration/Key Functions:

1. Assists in developing, preparing and implementing effective, developmentally appropriate activities within the curriculum
2. Assists in providing a safe, nurturing, and positive experience for the children.
3. Assists in maintaining program routines, parent communication, program improvement and program site personnel relations based on licensing requirement Title 22 and California Education Code Title 5.
4. Assist in completing the DRDP state process, ASQ's, and ECRES Self Evaluations
5. Performs other work related duties as assigned
6. Carry/lift up to 50 lbs.
7. Change children diapers if classroom requires
8. flexible to move around in different rooms aging from infant to preschool when having proper qualifications
9. Mobile enough to supervise in all areas both indoors and outdoors
10. Other duties as assigned

Accountability and Support:

1. Communicates site program needs to the Lead Teacher
2. Works cooperatively with program site personnel and the Lead Teacher to maintain a quality program
3. Maintains effective relationships with employees, parents, and children
4. Assist in completing the DRDP state process, ASQ's, and ECRES Self Evaluations.
5. Assist the Lead Teacher and Associate Teacher in providing children with positive interactions towards implementing and maintaining a high quality enrichment program

EXPECTATIONS/BEHAVIORS:

1. Work well under pressure, meeting multiple and sometimes competing deadlines;
2. Be able to build good working relationships with people from diverse backgrounds;
3. Be able to delegate;
4. Be able to conceptualize and communicate well;
5. Be dependable, fulfill commitments, and follow through;
6. Be professional, willing to separate personal from organizational interests;
7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Be willing to evaluate others and be evaluated; takes responsibility for their own actions and decisions;
9. Utilize clear written and verbal communication and sound documentation techniques;
10. Be able to use a systematic approach in problem solving;
11. Be able to safeguard confidential information of any type;
12. Be able to at all times, demonstrate cooperative behavior with colleagues and supervisors;
13. Be able to teach others policies and procedures associated with job duties; and
14. Be drug-free.

SKILLS NEEDED:

- strong written and verbal communication skills
- Comprehensive knowledge of child care system;
- Multi-task oriented
- Detail oriented
- Bilingual Spanish preferred;

QUALIFICATIONS:

Education:

- Must be at least 18 years old
- 6 college units in Child Development/Early Childhood Education
- CPR/First Aid Certificate
- Provide immunization record for the following: Influenza, Pertussis, and Measles
- Provide proof of negative TB test result dated no more than 6 months prior to date of employment
- Must pass fingerprint clearance test for all appropriate agencies (such as FBI, Department of Justice, and Child Abuse Index Services).
- Complete Child Abuse Mandated Reporting Training

Experience:

- At least three months' experience in an Early Childhood Education program or child care setting preferred

Employee Name Printed: _____

Employee Signature: _____ Date Signed: _____

Executive
Director's Signature: _____ Date Signed: _____