



JOB DESCRIPTION FOR TEACHING ASSISTANT (JOSHUA ACADEMY)

SUPERVISED BY: Program Director and Lead Teacher

QUALIFICATIONS:

1. A commitment to working with young children to “*attain the highest quality of life valuing each unique mind, body, and spirit.*”
2. Early Childhood Teacher (ECT) or Group Leader qualified highly preferred.
3. A high school diploma OR equivalency.
3. Minimum age of 21.
4. First Aid, CPR and Universal Precautions training completed, or willing to be completed

RESPONSIBILITIES:

1. To supervise students and care for their physical, emotional health and safety, recognizing their worth, affirming their abilities, and striving to promote dignity in all relationships.
2. To help foster and create a positive work environment and culture for staff, students, and parents.
3. Help the lead teacher prepare materials and activities for the day before and after kids arrive.
4. Supports the lead teacher in gathering documentation for the Teaching Strategies Gold assessment on a continuous basis.
5. Maintains open communication with the lead teacher and the program director and is willing to accept feedback and be open to change.
6. Maintain professional relationships with parents and help communicate daily updates of students.
7. To perform housekeeping duties to keep the school clean and safe per licensing requirements and regulations.
8. Complete and update personnel file.
9. Attend all trainings and meetings.
10. Follow dress code appropriately.
11. To perform other duties assigned by the Lead Teacher or Program Director.

COMPENSATION: Salaried position and benefits.

EVALUATION: The Program Director will conduct Performance Evaluations.

SCHEDULE: Teaching Assistants will work an eight (8) hour day, or forty (40) hour workweek. TAs should arrive before 8:00 am, Monday through Friday. Any overtime should be approved by your Program Director in advance. The day includes a 30-minute lunch. The minimum weekly hours required for this position is 37 hours per week to receive full salary, otherwise your PTO will be docked. This is a salaried position, which includes pay for all school breaks and holidays. In addition you will receive an average of fifteen (15) personal/sick days per academic year, or eight (8) hours a month. Unused days may be rolled over into the next academic year.

Please submit resumes to: info@joshuearlychildhoodcenter.org



Joshua

EARLY CHILDHOOD CENTER