



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Teacher Aide	Education	Lead Teacher
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

The Teacher Aide is responsible for creating an atmosphere that is positive for learning and that stimulates critical thinking, problem solving and decision-making with children. Teacher Aide works with children to provide a safe and nurturing environment for social and academic growth. They provide supervision and other forms of general care, in addition to helping with instruction and clerical work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Assists in developing and implementing lesson plans, and activities that are appropriate to the age group involved
- Maintains interaction with children at all times during small and whole group interactive learning
- Assists parents during arrival and departure times
- Maintains a safe and clean atmosphere for the children at all times, following all safety procedures at all time
- Actively supervises children in classroom and on the playground
- Follow program's schedule for children's set meal and snack periods
- Assists parents in following procedures and policies (i.e. labeling child's belongings, follow through with schedule)
- Implements philosophy of positive reinforcement and redirection of children's behavior
- Informs parents of any information relating to their children, behavior, and development as needed in oral and written form
- Creates an environment that reflects the values and norms of the diverse children and families we serve
- Assists as monitor on bus as applicable
- Perform other duties as assigned

### MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or equivalent
- Previous experience working with children
- Good oral and written communication
- Excellent interpersonal and conflict resolution skills

- Ability to communicate effectively and professionally with wide range of individuals; including but not limited to staff and parents.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children's Council is an equal opportunity Provider*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_