

Appendix H

Teacher Assistant Job Description

Position: Teacher Assistant

Reports to: Family Child Care Home Provider

General Position Description

The Teacher Assistant works cooperatively with the Provider to provide a safe, nurturing, and learning environment for the children in the program. He/she assists in the planning and implementation of activities/experiences to improve the overall care and education outcomes for children.

Essential Job Responsibilities

- Develop positive relationships with the children and their families.
- Ensure that all children are under active supervision and guidance at all times.
- Provide positive, engaging interactions with children using open-ended questions as a guide.
- Observe the children’s interests and progress and work with the home provider to plan activities that promote children’s learning.
- Assist with and/or cook and serve the planned meals/snacks.
- Help with cleaning toys and materials, removing broken or safety hazards in outdoor and indoor classrooms, and general cleanliness and organization of the learning, sleeping, and eating spaces.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from child’s home to family child care home.
- Work with home provider to create “hands on” parent/child activities to encourage positive child-parent interactions.
- If requested by home provider, participate in parent conferences.
- Work with home provider to create a professional development plan to ensure licensing regulations are met, and to further develop one’s knowledge and skills in child development.

Knowledge, Skills, and Abilities Requirements

- Ability to communicate, listen, and work well with others as a team.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Ability to obtain an infant/child CPR and first aid certifications and successfully participate in other required trainings.
- Ability to clear required background checks before working in the child care.
- Ability to lift up to 25 pounds safely, with flexibility to kneel and/or sit on floor.

Educational Requirements

Must have a high school diploma or GED and a willingness to get a CDA (Child Development Associate).

Employee Signature: _____ Date: _____

Provider/Owner Signature: _____ Date: _____