

Job Title	Teacher's Aide Part Time
PVN ID	KB-2108-004206
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Child Care
Status	Part Time
Hourly Rate	\$16.50-\$16.50
Hour(s) a Week	19.00
Closing Date	Oct 30, 2021 (Or Until Filled)

General Description

The Teacher's Aide will work with teaching staff to provide a successful, safe and supervised educational setting for children while they are in the Child Development Center. This includes promoting the social, emotional, physical, and cognitive development of children. He/she shall possess an interest in children and their families and be sensitive to their needs. He/she must have the ability to work effectively with others and be open to change.

Other Duties

Curriculum and Supervision

- Maintain classroom routines and schedules which include assisting in activities such as group time, choices, lunch, naptime, outdoor time, arrival and departure of children etc.
- Assist with providing a clean, orderly, physical environment conducive to the optimal growth and development of children.
- Accept each child at his/her own developmental level and assist in individualizing activities that help the child grow to the maximum of his/her ability.
- Utilize playground time as a learning experience for the children and as a continuation of the classroom theme.
- Assist in providing children with an environment of acceptance, which will help each child build ethnic pride, develop a positive self-concept, enhance his/her individual strengths and develop positive social relationships.
- Coordinate meal times including set up, meal preparation, serving, and clean up.

- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.
- Attend all staff meetings and participate in recommended training programs, conferences, courses, and other aspects of professional growth.
- Maintain confidentiality at all times.

Health and Safety

- Follow all emergency medical or accident procedures.
- Participate in monthly Fire Drills
- Maintain current CPR and MAT certification
- Assure general maintenance and security of facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.

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Parent Involvement

- Encourage parent involvement in all aspects of the program.
- Assist in aspects of the administrative component of the Center i.e. parent meetings, registration, fundraising, inventory control, public relations etc.
- Model positive self-esteem building behaviors when working with children and families.
- Other duties as assigned.

Qualifications

High School Diploma required. Experience working with children ages 12 months – 5 years.

The Teacher's Aide will primarily concentrate on the educational component of the Program.