



A Division of Berean Community Development Corp.

POSITION DESCRIPTION

JOB TITLE:	Teacher Assistant	DEPARTMENT:	Early Learning Academy
CLASSIFICATION:	Non-Exempt	LOCATION:	Early Learning Academy
REPORTS TO:	Director of Child Care Services	SUPERVISES:	None

POSITION SCOPE AND IMPACT

Responsible for aiding the teacher maintain order in the classroom. Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups. Enforce school and class rules to help teach students proper behavior. Assist teachers with recordkeeping, such as tracking attendance and student progress.

MAJOR RESPONSIBILITIES

- Adhering to center policies and procedures
- Assisting with daily clean-up of the classroom and vehicles
- Collaborating with the lead teacher in implementing a creative program appropriate for infants & preschool children
- Enforcing emergency processes and procedures
- Exercising appropriate behavior management and classroom discipline procedures
- Implementing daily activities that meet the physical, emotional, intellectual and social needs of the children
- Instructing the children in a positive manner
- Maintaining a safe and healthy environment
- Operating according to policies and procedures of the Department of Early Care and Learning
- Providing leadership in the classroom
- Requiring the ability to lift of up to 35lbs
- Understanding the concept & use of learning centers
- Performing all other duties as directed by the Director of Child Care Services, Pastor of Administrative and Community Services, and President & CEO

QUALIFICATIONS

- High School Diploma or GED.
- CPR and First Aide Training (Required)
- Complete 10 continuous hours of child care training annually
- 2 years of qualifying experience working in a licensed child care facility

ATTRIBUTES

- Detail oriented with excellent interpersonal skills with ability to communicate with all levels of the organization including Parents.
- Ability to provide exceptional service to teachers, students, parents and staff members.
- Ability to demonstrate flexibility for changing priorities.
- Supports diversity while recruiting.
- Ability to work in a fast-paced team environment and uses good time management skills to prioritize multiple competing requisitions.
- Ability to maintain the confidential nature of personnel related information.

INTENT

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Approval Date:	HR Approval Date:	Salary Grade: