

**Job Title:** CDP - Teacher's Assistant II

**Reports to:** CDP - Teacher

**Job Status:** Salaried / Non-Exempt

**Job Summary:** Assist Teachers in the overall functioning of the classroom, establish supportive relationships with staff and children.

### Primary Responsibilities

#### **Provide Effective Supervision & Child Guidance**

- \* Develop and maintain warm, caring, positive, and respectful relationships with children
- \* Show appropriate affection, acceptance, and support to all children
- \* In cooperation with staff, maintain adequate supervision of children, as defined by California Department of Social Services Community Care Licensing and California Department of Education
- \* Attend to the physical and emotional health, safety, and well being of children
- \* Report to teacher: relevant observations about children, all injuries, and any issues that need to be communicated to parents
- \* Role model best practices in interactions with children and with other staff
- \* Recognize and respect cultural and ethnic diversity of families and children served
- \* Refer to CAM Staff Evaluation and verbal feedback- understand and meet these expectations

#### **Exhibit Professional Conduct**

- \* Implement CAM Child Development Programs philosophy of child care, family support and agency cooperation
- \* Maintain confidentiality between staff, families, and children
- \* Maintain an attitude of cooperation and promote teamwork
- \* Role model a professional and positive attitude, conveying respect to all staff
- \* Be willing to listen and receive constructive criticism
- \* Refrain from communications that cause negative staff relations: (ex. gossip)
- \* Be punctual and inform supervisor when you will be absent
- \* Bring concerns, issues or complaints of staff to attention of the site supervisor

#### **Develop and Support Curriculum** *(that meets state standards and best practices in the field)*

- \* Understand and assist teachers in Desired Results Child Assessments (twice a year)
- \* Assist teachers in completing an ITERS, ECERS, or SACERS (once a year)
- \* Assist teachers in creating and maintaining Child Portfolios for each child
- \* Complete written observations on children on a regular basis
- \* Assist teachers in creating curriculum and a classroom environment that is: based on observation, developmentally, culturally, and ethnically appropriate, and responds to the individual needs and interests of the children
- \* Lead classroom activities (such as projects, circle & story time, meal/snack, outside time) as agreed upon with teacher
- \* Assist teachers to support appropriate and effective transitions

### **Complete Classroom and Program Organizational Tasks**

- \* Assist classroom teacher in developing schedules, rules and standards for classroom
- \* Assist in keeping program in compliance with licensing, health, and State standards
- \* Assist with classroom maintenance/responsibilities as defined by site supervisor and head teacher
- \* Attend staff meetings, and meet with teams as requested by site supervisor or head teacher
- \* Assist teacher with administrative tasks as requested (ex: meal counts, food forms to parents)
- \* Document children's schedule, health needs, behavior, etc as requested
- \* Inform teacher of any safety hazards or licensing issues that may arise
- \* Inform teacher of any staffing or personnel issues

### **Provide Parent Support**

- \* Be responsive to parent requests
- \* Report to teacher any issues, needs or concerns expressed by parents
- \* Attend Parent/Teacher meetings twice a year (under supervision of site supervisor)
- \* Greet parents and maintain warm and friendly communication style

### **Continue Professional Development**

- \* Obtain and maintain necessary certification in accordance with California Teaching Requirements
- \* Attend staff trainings and meetings
- \* Understand State Standards for Curriculum and Child development

### **Other Duties as Assigned**

### **Qualifications**

- Must have at least 6 units of Early Childhood Education or Child Development
- Maintain a positive attitude of cooperation, teamwork, flexibility and responsiveness
- Be patient and nurturing towards children
- Must be punctual and have regular attendance
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

### **Physical Requirements**

- Physical agility to lift and carry objects and/or children up to 50 lbs.
- Standing, sitting and walking intermittently.
- Ability to reach overhead; push, pull, raise and lower objects.
- Ability to bend, stoop, kneel, squat and twist.