



Florence Fuller Child Development Center Job Description

Title: Teacher Assistant

Hours: Full Time/ Non-Exempt

Reports to: Educational Coordinator

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust.

General Description: Performs duties planning and implementing educational activities for pre-school aged children or infants/toddlers that comply with contractual performance standards in conjunction with and under the direction of the Lead Teacher. Participates in agency Quality Assurance efforts.

Physical Requirements:

Must be able to lift up to 45 pounds and provide physical assistance in the transportation of special needs children by lifting child into seat and fastening safety belt when necessary. Reasonable accommodation may be made for otherwise qualified persons with disabilities.

Education and Certifications:

At a minimum a CDA credential is required; AA in Early Childhood Education preferred; or a baccalaureate or advanced degree in any subject, and/or coursework equivalent to a major relating to Early Childhood. Must have a minimum of 3 years' experience working with young children. VPK Certification and CPR required.

Responsibilities:

1. Actively supervise children at all times and never leave a child unsupervised.
2. Assists the Lead Teacher in planning, developing and implementing daily lesson plans that provide for educational and enrichment activities for pre-school age children or infants and toddlers that meet performance standards.
3. Assists the Lead Teacher in planning and arranging classrooms into distinctive learning areas that promote an effective learning environment.
4. Assists the Lead Teacher in assuring that all equipment in the classroom is functioning properly daily and reports issues to the Lead Teacher or other designee as directed by the Lead Teacher.
5. Monitors meal and snack periods, classroom and restroom activities, and playground activities to ensure a safe environment for young children.
6. Monitors food service and all documentation related to the food program.
7. Monitors and assures that student food allergies and parent food/milk preferences are strictly adhered to in conjunction with the Lead Teacher, Family Support Counselor, and Kitchen staff.



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8. Documents children's progress or lack of and completes all required manual and computerized forms and reports in accordance with agency policies (e.g. reporting concerns to parents, Education Coordinator, and/or social service services department).
9. Engages parents and community volunteers in classroom activities.
10. Attends and participates in workshops, trainings and other meetings to acquire and disseminate information as directed.
11. Communicates with parents through parent conferences, written correspondence, and telephone to apprise them of child's progress, upcoming events, classroom activities, individual education plan changes, and other relevant information under the direction of the Lead Teacher.
12. Conducts health checks on children for health concerns, including ringworm, head lice and other health conditions, and reports to the Lead Teacher, Family Support Counselor, Education Coordinator, and Senior Director.
13. Monitors and assures that student medications, allergies and treatments are strictly adhered to in conjunction with the Lead Teacher, Family Support Counselor, and any outside provider agencies that are working with the child.
14. Be aware of photo release information on the children in the classroom to assure there are no breaches of consent and/or confidentiality.
15. Ensures lessons and classroom activities align with the Florida Pre-Kindergarten standards.
16. Conducts Voluntary Pre-Kindergarten assessments as required.
17. Work with the Lead Teacher to ensure that at least 80% of the children are kindergarten ready.
18. Performs quality staff-child interactions resulting in CLASS scores greater than the lowest 10% of the threshold in each domain.
19. Use active supervision techniques, maintain classroom ratios, and ensure positive classroom behavior.
20. Receive a satisfactory or higher score on the Teacher Success Rubric.
21. Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and a developmental assessment.
22. Be in compliance with all child file policies and procedures.
23. Uses home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations in conjunction with the Lead Teacher.
24. Reports suspected child abuse and neglect to designated state agency and follows all agency policies and protocols on documentation and notification.
25. Plans, coordinates and oversees field trips for children.
26. Requests supplies and equipment to be used in the classroom.
27. Ensures that during the transportation of children, all staff are engaged in song and other developmentally appropriate activities during ride.
28. Assists in the transportation of special needs and all children by lifting child into seat and fastening safety belt.
29. Inspects classrooms, play areas, and grounds to ensure the safety, orderliness, sanitation and cleanliness of facilities, and reports all concerns to the Educational Coordinator and Facilities maintenance.



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30. Completes documentation on accident and incident reports according to agency time restrictions.
31. Discusses plans and coordinates concerns regarding the child and family with other staff.
32. Maintains strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
33. Attends all required staff and parent meetings and activities.
34. Performs First Aid and Cardiopulmonary Resuscitation (CPR) as needed.
35. Performs other related duties as required.

Other Functions:

Note: The duties above are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Demonstrate effective staff management and leadership skills.
4. Quality – The extent to which an employee's work is accurate, thorough and neat.
5. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
6. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
7. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
8. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
9. Independence – The extent to which an employee performs work with little or no supervision.
10. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
11. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
12. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.
13. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.



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