



TEACHER'S ASSISTANT- JOB DESCRIPTION

Job Type: Part Time Non-Exempt (hourly)

Reports to: Head Teacher

POSITION SUMMARY:

Teacher's Assistant will assist the teaching staff to implement the center's program and to provide a safe, caring and enriching environment for children aged 3 – 5 years of age in accordance with the center's philosophy and curriculum objectives. A successful candidate shall exhibit and represent behaviors consistent with the expectations and values of the Christian sponsor, Transformation Life Church.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must be able to espouse the Christian values and beliefs of Transformation Life Church by leading a Christ-Centered Life and being a faithful member of a Christian church community.
- Able to provide a written statement from a Christian pastor confirming the candidate's membership at the church.

- Must have a warm and friendly personality and have a sincere desire to make a meaningful impact on their lives according to the Biblical principle that each child is uniquely gifted and loved by God.
- Exhibit patience and a genuine nurturing, caring, calm and positive attitude toward children.
- Coursework in early childhood education or child development is preferred but not required.
- Experience teaching and working with children in a group setting.
- High School diploma or equivalent required.
- Strong verbal communication skills along with a flexible, proactive and positive attitude.
- Ability to interact in effective and constructive ways with variety of individuals from diverse backgrounds including staff members, parents, and children. Must be a team player.
- Able to provide two written or verbal references from former employer or other persons who have knowledge of applicant's work experience or education and who can attest to the applicant's suitability to work with children.
- Able to work 12 months of the year when the center is open except for scheduled vacation, sick days and personal days.
- Able to work flexible schedule to meet program staffing/planning needs.
- Current First Aid and CPR Certificates a plus.

Skills: Strong time management skills - punctuality a must; good verbal communication skills; working knowledge of Creative Curriculum a plus. First Aid and CPR Certificates including the use of Epi-pens a plus.

RESPONSIBILITIES

- Assist teachers in implementing a high-quality classroom and child development program that ensure the classroom activities are in keeping with the program's curriculum and philosophy.
- Create fun, nurturing and interactive learning experiences for the children.
- Observe and monitor children under his/her care at all times: to ensure their safety, health and well-being; for any suspected or disclosed signs of child abuse or child; to detect signs of illness and injury.
- Maintain discipline according to the center's Positive Guidance and Discipline Policy.
- Protect children from physical punishment or verbal abuse by anyone present in the center and immediately report such incidents to the supervisor.

- Maintain a safe, clean, healthy, organized, optimal learning classroom environment and safeguard, inspect and replace damaged or lost materials and equipment.
- Establish and maintain positive and respectful relationships with parents, children and staff.
- Strive to meet or exceed goals and pursue self-development that enhances job performance.
- Must maintain a high-level confidentiality.
- Attend all staff meetings and training sessions.
- Strictly adhere to center's policies and New Jersey State licensing regulations.
- Maintain reports and records as required by the Office of Licensing and the center.

OTHER REQUIREMENTS:

- Able to lift 35lbs (lifting children or equipment) as needed.

Upon hire but prior to starting work at the center:

(Applicable to employees working more than 10 hours per week)

- Must submit a written statement from a health care provider, stating that he/she had a medical examination within the preceding 6 months and that he/she is in good health and poses no health risk to persons at the center.
- Pass a Mantoux TB skin test and submit a written documentation of the results of the test.

Upon hire:

- Finger printing clearance (CHRI) and Child Abuse (CARI) clearance as required by NJ Licensing.
- Have First Aid and CPR certificates within 90 days of hire.