



## POSITION DESCRIPTION

<b><u>Position:</u></b>	Campagna Early Learning Center Teacher Assistant
<b><u>Job Status:</u></b>	Full-Time, Benefits-Eligible
<b><u>FLSA Classification:</u></b>	Non-Exempt
<b><u>Reports To:</u></b>	Program Director

### Position Summary:

The Campagna Early Learning Center Teacher Assistant (TA) is responsible for assisting the program in implementing age-appropriate curriculum for the children in the classroom in accordance with the programs' policies, guidelines, and philosophy.

### Primary Responsibilities

#### *Supervision, Health, and Safety of Children*

- Maintains and follows all state, federal, and safety guidelines
- Supervises a small group of children or an individual by sight and sound at all times while being aware of the entire group
- Knowledgeable of the number of children in direct care and maintain ratios at all times
- Completes appropriate health and safety paperwork (e.g., medication, accidents, allergies, toileting)
- Organizes the classroom environment and keeps equipment safe and clean
- Acts as mandated reporter, documenting suspected child abuse immediately and report within 24 hours to Child Protective Services
- Administers emergency First Aid when necessary or as required
- Responds immediately and appropriately to unexpected situations or emergencies.

#### *Child Interactions*

- Interacts with children frequently, affectionately, and respectfully at the child's level
- Available and responsive to children's needs, questions, and requests
- Acknowledges feelings with sensitivity and models appropriate social behavior
- Fosters children's positive self-image by supporting individuality, independence, and the ability to make choices
- Implements, with the Teacher, the approved Curriculum
- Provides experiences that are developmentally appropriate and fosters problem-solving and critical thinking
- Provides anti-bias language, images and experiences
- Encourages family-style dining and sits at the table and interacting with children during mealtime
- Demonstrates ability to fully participate in all activities including supervision and interaction with children outdoors for extended periods.

#### *Parent Interactions*

- Acknowledges parents and all visitors, demonstrating a friendly, courteous, and professional demeanor
- Maintains confidentiality regarding children and families both in the center and externally
- Communicates regularly with families, both verbally and in writing as required about their child's daily experiences.

#### *File Maintenance*

- Assists in the maintenance of attendance and USDA records daily
- Assists in the maintenance of licensing regulation compliance within the classroom and center as required by Licensing
- Helps in maintaining the daily record-keeping system.

### *Performance Standards*

- Familiarity with and adherence to Campagna Early Learning Center Performance Standards
- Works with all staff to ensure program compliance.

### *Teamwork*

- Communicates directly with other staff and parents
- Establishes and maintains a relationship of cooperation and respect with co-workers and management through active participation, communication, and collaboration
- Ensures continuity of care for children by reporting to work on time, maintaining consistent attendance, adhering to staffing schedules, and demonstrating flexibility to adjust work schedule as needed
- Demonstrates flexibility and openness to new ideas and professional growth
- Attends staff meetings, site meetings, trainings and other site events, as required
- Performs other duties as requested by the Supervisor.

### **Required Qualifications**

- A High School Diploma or GED-Equivalent and a CDA or currently enrolled in a program leading to an Associate's or Bachelor's Degree
- A minimum of two (2) years of experience working with children in an accredited child development program
- Effective verbal and written communications skills
- Ability to professionally interact with people of various cultural and social backgrounds
- Ability to remain calm and professional at all times.