

# Potential Development Job Description

**Title: Teacher Aide/Pre-School**

**Reports To: Program Coordinator**

**FLSA Status: Non-Exempt**

## **Position Summary:**

The Teacher Aide is responsible for assisting the lead teacher with instructional and non-instructional activities necessary for the implementation of a functional class environment that enhances student learning and achievement.

## **Responsibilities and Duties:**

- Meet regularly with lead teacher to help develop weekly plans and implement age appropriate curriculum (lesson plans) following the Creative Curriculum and student's IEP goals.
- Knowledge of ODJFS and Head Start performance standards, policies, and procedures, regulations and guidelines in the day to day operations of an early childhood development center (2 ½-5 year of age).
- Help assist with culturally appropriate programs and activities.
- Maintain a positive, calm attitude and soft voice, and encourage this attitude and voice in others working in the classroom.
- Maintain a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.
- Assist teacher with implementing the developmental assessments for each child to determine the child's strengths and areas in which each child may need help.
- Plan with and assist the teacher in preparing materials and supplies in advance for activities.
- Assist the teacher in maintaining a confidential assessment binder, consisting of developmental assessments, individual goals, IEP goals, and observations of progress toward meeting goals.
- Assist the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care.
- Assist teacher in implementing behavior plans designed by teachers and or mental health specialists.
- Assist the teacher in maintaining discipline and supervision of children during all activities.

- Observe children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow up.
- Help children with clothing, grooming, health habits and bathroom activities.
- Sit with children during all meal times.
- Become familiar with the teacher's written lesson plans, the daily schedule, methods for recording attendance and all other daily duties of the teacher.
- Assume the teacher's role in leading selected activities during designated parts of the class day on a periodic basis for training purposes.
- Assume the teacher's role in the absence of the teacher and supervise the trained volunteer/substitute who will act as the teacher assistant during that period.
- Perform any other task deemed necessary by the teacher and/or program coordinator.
- Complete ECERS with lead teacher annually.
- Be familiar with emergency procedures.
- Attend all staff meetings and in service provided at Potential Development
- Attend 10 hours of SUTQ approved trainings each school year
- Responsible for ensuring Ohio Professional Registry is kept current and that all submitted documents have been accepted and approved.

**Qualifications:**

- Minimum of a high school diploma
- Ability to relate positively to young children, parents, and staff
- Demonstrate success in working as a member of a team
- Communicate effectively, both orally and in writing
- Have a willingness to learn and implement all components of the curriculum