

**PROJECT VIDA
EARLY CHILDHOOD CENTER
TEACHER'S AIDE POSITION DESCRIPTION**

I. FUNCTION

Helps Lead Teacher to implement activities designed to promote social, physical and intellectual growth of the children under her/his care. Teacher's Aide is responsible for the personal care, hygiene and learning of children and helps the Lead Teacher to prepare daily activities. Maintains classroom cleanliness and orderliness. Is mentally and physically fit to provide competent and nurturing care for small children.

II. EDUCATIONAL EXPERIENCE REQUIREMENTS

- A) Is at least 18 years old (21 years old if responsible for driving)
- B) Holds a high school diploma or equivalent and is appropriately qualified for the assigned age group through education, training, experience and/or personal qualities according to Project Vida State Licensing Requirements
- C) Meets State qualifications for classroom Teaching Aide position
- D) Maintains In-State requirements
- E) Displays knowledge and understanding of all current State and local regulations

III. PHYSICAL DEMANDS

- A) Will frequently lift or move average weight as in lifting, carrying, and holding children and infants
- B) Will rarely lift heavy weights (over 60 pounds)
- C) Required to stand up and move about up to 95% of the work day
- D) Must be able to interact with children on the playground or classroom, i.e., run, jump, dance, physical exercise, etc.
- E) Must be able to physically and mentally react immediately to unexpected circumstances
- F) Must be able to stoop, bend, and get up and down from the floor in order to interact on child's level

IV. DETAILED POSITION REQUIREMENTS

- A) Project Vida Early Childhood Center Philosophy
 1. Provides a positive, loving, nurturing and stimulating environment for children
 2. Supports and implements the Project Vida Early Childhood Program in both classroom activities and routine conversation and personal behavior
 3. Provides positive discipline. Is aware of inappropriate discipline and

child abuse or neglect, whether it occurs at the Early Childhood Center or is suspected to be occurring elsewhere. Properly reports any and all occurrences of actual or suspected inappropriate discipline and child abuse or neglect.

B) Personal Characteristics

1. Displays respect for others, both children and adults (parents, supervisors, and co-workers)
2. Adapts to changing situations, accepts constructive feedback and implements appropriate actions
3. Is flexible in responding to daily demands of the Center, including scheduled working hours and room/kitchen assignments

C) Program Implementation

1. Understands the Early Childhood program and uses the material appropriately
2. Helps Lead Teacher prepare, and follows, curriculum and activities appropriate for the developmental stages of each child
3. Helps Lead Teacher collect information on individual children and program practices
4. Provides the appropriate number of areas and uses a variety of materials and resources to enrich these areas including teacher-made materials and hands-on activities.
5. Works with children to develop appropriate verbal communication
6. Uses the English language often during the day

D) Classroom Management – Teacher's aide helps Lead Teacher to:

1. Gather and prepare sufficient supplies and equipment in advance for each day's planned activities.
2. Decorate classroom with appropriate materials.
3. Maintain a classroom that is safe, neat, clean, attractive and ready for the children. Personalizes all coats, cribs, and cubbies as appropriate.
4. Re-arrange tables, chairs and equipment for various activities when necessary, and arrange cots/mats before and after naptime. Physical demand is 10-60 pounds.

E) Administrative Procedures

1. Completes and submits all records as required, including time sheets, developmental records, attendance sheets, special nutrition program and any other required materials
2. Attends all staff meetings, conferences, trainings, and Center events as scheduled
3. Dresses in accordance with Project Vida dress code policy
4. Supports all Project Vida policies, Education Handbook, and official memos

F) Safety and Sanitary Procedures

1. Checks diapers of children not toilet trained and lifts and carries children to changing tables to change diapers. Physical demand is 10-60 lbs.
2. Assists and instructs children in personal hygiene such as toileting, face and hand washing, tooth brushing, hair combing and clothes changing
3. Cleans and sanitizes cribs, toys and cubbies
4. Uses sanitary procedures for the storage of toothbrushes, bedding, clothing, etc.
5. Is knowledgeable of and able to conduct emergency procedures including but not limited to fire, tornados, hurricanes, chemical leaks, and CPR/first aid when necessary.
6. Lifts and carries injured children as appropriate. Physical demand is 10-60 lbs.
7. Insures all children (infants, toddlers and preschool) can be seen at all times during sleeping/resting hours, i.e. covering of heads with blankets, sheets, etc.

V. ADDITIONAL RESPONSIBILITIES

- A) Asks for help and assistance when needed
- B) Works in harmony with other Center staff and shows enthusiasm toward the job
- C) Informs parents of children's progress and child development, and is available to meet with parents during appropriate times
- D) Meets all requirements for driving responsibilities

Translated by _____

Teacher Signature _____ Date _____

How to Apply:

**Interested applicants should send their resume/cover letter as an attachment via email to:
g.marmolejo@pvida.net**