



Position Description – Child Care Teacher Aide

Supervisor: Child Care Head Teacher

Description

The Teacher Aide assists in the implementation of program activities under the direct supervision of members of the child care teaching team. The Aide performs the daily, routine tasks that establish the basic foundation for a healthy and safe environment. The Aide works under the direct supervision of a Teacher or Head Teacher and may perform other related work as required.

Minimum Qualifications

Must be at least 16 years of age and be registered in the Oregon Central Background Registry. Preferred Qualifications: Completion of, or attendance in, early childhood development classes; any experience in a child care setting or working with children ages 0-5 years old.

Responsibilities & Duties

1. Assist the teacher in the supervision of the children, preparation of materials, and observation of individual children. The Teacher Aide's activities each day will be at the discretion of the Head Teacher.
2. Handle any cleaning duties as assigned by the Teacher throughout the day.
3. Alert the Teacher or Head Teacher when supplies are running low or when toys or equipment are in need of repair.

Skills, Abilities and Attributes

Skills

The Teacher Aide must demonstrate the following skills:

- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- stress management skills
- time management skills
- teaching skills

Abilities

The Teacher Aide must be able to meet the following mental and physical demands:

- ability to communicate effectively (verbal and written)
- ability to maintain emotional control under stress
- ability to routinely lift children (up to 50 lbs. unassisted), move furniture in an early childhood classroom and sustain long hours of active work



Personal Attributes

The Teacher Aide must maintain strict confidentiality of family information. The Teacher Aide must also demonstrate the following personal attributes:

- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics (i.e., dress appropriately, be on time)
- be consistent and fair
- be compassionate and understanding
- be able to build esteem while ensuring a safe and secure environment