



Teacher Assistant

Department: Guadalupe Centers Pre-K

Reports to: Pre-K Coordinator

FLSA status: Exempt Non-Exempt (completed by HR)

Summary: To assist with creating a quality program and a class environment conducive to learning and personal growth; to establish effective rapport with students; to establish good relationships with parents and other staff members.

Essential duties and responsibilities:

- Promote and support children's social, emotional and physical development
- Assist and provide input with planning and developing creative curriculum and opportunities for social and emotional development.
- Work in collaboration with all program staff.
- Assist with implementation of lesson plans and daily activities both indoors and outdoors.
- Demonstrate the knowledge of early childhood theories of growth and development.
- Provide support with individualized learning opportunities to children in order to enhance their development of cognitive and language skills.
- Establish a quality early childhood learning environment, with attention to standards of health, safety, and organization and maintain the policies and procedures of the program.
- Consult with lead teacher on observations and assessment of children.
- Observe and document each child's learning and development
- Assist with maintaining required individual children assessments in compliance with Early Childhood affiliated Federal and State contracts.
- Provide lead role of lesson implementation in the absence of the Lead Teacher.
- Maintain a professional relationship with staff and families.
- Maintain confidentiality regarding children and parents.
- Perform other related duties as assigned.

Supervisory responsibilities: N/A

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



Preferred:

- Associates degree in Early Childhood or Associates degree with 9 hours in Early Childhood
- Bilingual
- Two (2) to four (4) years' experience working in Early Childhood Education
- Must have early childhood classes in transcript

Minimum:

- Current Certificate in Early Childhood

Staff Acknowledgement Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____