

Early Childhood Education Teacher Assistant JOB DESCRIPTION

The Teacher Assistant can make a very vital contribution in the classroom. It is important to learn the teacher's style and after some guidance and time be able to anticipate the needs of the teacher and assist as directed. The assistant is a vital part of the "teaching" team and will perform various administrative duties, general organization in the classroom, support the teacher, and interact with the children.

Responsibilities

- ◆ Arrive promptly at 8:15 a.m. each class morning and remain on campus until 1:30 p.m.
- ◆ Attend chapel or training as the director schedules them. Be available for attendance of special events after normal school hours as scheduled by the Director.
- ◆ Ensure that upon arrival and departure the parent has signed their child in or out on the weekly attendance sheet with a first initial, last name and the time. This must be done in ink. Verify authorization to pick up a child by any adult who is not the parent. This information is found on the Department of Health Services "Blue Card" in your classroom "Blue Book". If you have never met the person authorized to pick up, they must present a picture I.D.
- ◆ Greet each child as they arrive. Check for any easily identifiable signs of illness in the child before the parent leaves (i.e., rash, colored nasal discharge, lethargy etc.) and check with parent about any illness within last 24 hours. Assist children in washing hands as soon as they arrive. Record any absences on the attendance sheet. If the child is not scheduled to attend school on a day, cross through that day; do not write in "absent".
- ◆ Assist the teacher in any way that enhances the smooth running of the classroom, benefits the teacher, and help maintain a safe, secure environment for the children. Interaction with the children, especially during free play, is highly encouraged. Do not do prep work during class time other than setting up and cleaning up snack. Assist with children throughout the day so that a well ordered environment is maintained. Transitions and circle time often need extra management.
- ◆ Assist in the room setup each morning and in cleaning up after class as the teacher directs.
- ◆ Clean tables with a disinfectant prior to children arriving each day, before snack and at the end of each school day. Disinfect any toy put in the mouth of a child and all toys on a daily or weekly basis.
- ◆ Wash and prepare the snack for the day in the school kitchen. Never wash fruits, vegetables or dishes in a hand-washing sink or in a drinking fountain. Never take drinking water from a hand-washing sink. Set tables with disposable plates, napkins, and utensils. Ensure that all safety precautions are taken if snack is prepared in the classroom with children.
- ◆ Assure that cleanliness is maintained when cooking in the classroom. Tables must be washed prior to food being placed on them; a nonporous surface such as a plastic cutting board or waxed paper should be used to set food on. All cooking utensils must be clean, and judgment should be used as to what the children can safely do during the preparation. If the food is being cooked children may handle the food and place it on a cooking sheet in a marked location or into one pan. If it is not a cooked food, children must make their own portion and it must be dispensed into individually labeled containers. If children are handling

any raw food (eggs for example) be certain their hands are washed immediately afterward. Never allow tasting of uncooked foods. Never allow the use of a common tasting spoon, or fingers in the bowl.

- ◆ Prepare reports for any accidents/incidents (Ouch Report), or injuries (Injury Report) that occurred to a child. The original is to go home that day with child and the copy is to be brought to the Director.
- ◆ Attend a minimum of 18 clock hours of training annually from date of hire as required by the State Department of Health Services. These hours must teach new methods/techniques, philosophy or research in early childhood development, and can be obtained in workshops, conferences and/or on site staff development.