

YWCA of Richmond Position Description

Job Title: TEACHER ASSISTANT **PAY GRADE:2**
Department/Program: Child and Family Development/the Sprout School
Reports To: Director of Child and Family Development
FLSA Status: Non-Exempt
Prepared By: Director of Child and Family Development and Chief Program Officer
Prepared Date: May 5, 2016
Approved By: Chief Executive Officer
Approved Date: 05/09/2016

GENERAL PURPOSE OF JOB

Creative growth is encouraged by designing a curriculum that allows each child to contribute in his or her unique way. Children, parents, teachers, and the environment form a complete circle of learning inspiring all to join in the process. The role of the Teacher Assistant is to support the Lead Teacher in establishing and maintaining a safe learning environment that is cognitively stimulating, aesthetically pleasing, and fosters a child's emotional, social, physical, and cognitive growth using a Reggio Emilia Inspired approach to a child's learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. The Teacher Assistant will assist the Lead Teacher as they:

1. Plan and facilitate daily programs that are age appropriate and cognitively stimulating.
2. Arrange space, setting and materials in the classroom and outdoors, according to the highest standard rating scales; ensuring a clean, orderly, child-centered environment.
3. Facilitate a child's learning by using the Creative Curriculum blended with a Reggio Emilia inspired educational philosophy. Demonstrate proficiency in the area of adapting lessons and activities to meet the needs of all children.
4. Formally observe children's activities and progress; document and share information regarding children's experiences with the teaching team and parents/guardians regularly.
5. Use observation, documentation, and data drawn from the GOLD assessment tool as the foundation of lessons and activities.
6. Be knowledgeable of Virginia's Quality Initiatives and NAEYC accreditation standards. Enforce all licensing regulations and national accreditation standards.
7. Maintain up-to-date children's portfolio and assessment records.
8. Maintain up-to-date and accurate medical and accident logs.
9. Maintain regular communication with parents/guardians, colleagues, office personal and center Director.

10. Develop and maintain a supportive rapport with parents/guardians, and facilitate parent/guardian participation in the classrooms. Establish communication structures with parents that include classroom conferences, home visits, etc.
11. Promote community and foster social responsibility through multicultural and anti-bias programming and environments.
12. Demonstrate professionalism, engagement, and kindness to all children and families regardless of race, religion, nationality, abilities, familial status or make up, etc.
13. Maintain a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers. Perform other duties and responsibilities as assigned by the Lead Teacher and/or Director.
14. Must be able to commit to alignment with the organization's mission and values.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum Qualifications:

1. Must be 18 years of age with a High School Diploma, CDA, AS
2. Some assignments require a minimum of a CDA or enrollment in a CDA program.
3. Strong written and oral communication skills
4. Thorough knowledge of principles and techniques of Early Childhood Education

Preferred Qualifications:

1. Direct experience in early childhood setting (Infant/Toddler – Preschool)
2. Training in and experience with Virginia's Quality Initiatives, NAEYC, Reggio Emilia Inspired learning models, and Creative Curriculum.

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.