

# Heppner Day Care, Inc.

## ***Teacher Assistant Job Description***

**Overview:** The Teacher Assistant (TA) role is to provide constant, positive supervision and engagement of children in the Center. The TA follows the Lead Teacher's guidance to help implement developmentally appropriate activities, helping to lead activities at times. The TA is responsible for ensuring ratios are met, children are positivity engaged, support to kitchen is provided, and helping to keep the Center clean and safe.

### **Essential Duties & Responsibilities:**

- Support a positive, developmentally appropriate learning environment, both indoors and outdoors
- Support implementation of daily lesson plans, activities, and schedule
- Maintain accurate and professional records/documentation
- Ensure constant supervision of all children and ensure ratios are met at all times
- Establish and maintain positive relationships with the children, including but not limited to, calling them by name, getting down on their level, and engaging in frequent conversation with them
- Establish and maintain positive relationships with parents/caregivers, including but not limited to knowing their names, greeting them when they enter the center, sharing something positive about their child from the day
- Consistently provide positive guidance and support, following HDC's Positive Guidance Policy
- Follow and implement Heppner Day Care Center's Policies & Procedures
- Ensure adequate and nutritious meals are provided, during positive, social mealtimes; sitting and eating with children at tables and engaging in conversation with them.
- Kitchen Duty as assigned: Prep and Cook meals, Wash Dishes and Kitchen, support Director with grocery list/what's needed, etc.
- Help maintain a clean and sanitized center both indoors and outside
- Ensure center complies with State Licensing requirements
- Maintain confidentiality
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required

### **Education, Experiences and Skills:**

- High School Diploma
- ECE credits – preferred but not required
- Enrolled or have ability to enroll in Central Background Registry
- Have (or obtain within 30 days of hire) Food Handler's Card
- Have (or obtain within 90 days of hire) Child & Adult CPR & 1<sup>st</sup> Aid Cards
- Previous Teaching or licensed childcare experience working with children between ages 3 – 8; preferably 1 or more years (preferred but not required)
- Ability to occasionally lift up to 50 lbs.
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor