

Heppner Day Care, Inc.

Teacher Assistant Job Description

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 & 1st 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