

Heppner Day Care, Inc. – Job Description

Position: Teacher Assistant

Hours: 20 - 35 Hours

Wage: \$15 - \$17 per hour

Eligible for Benefits: Yes

Job Goals:

To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the program in order to meet the cognitive, emotional, social, and physical needs of the children.

Essential Duties & Responsibilities:

- Support a positive learning environment, both indoors and outdoors
- Assist the Teacher in implementing activities from daily lesson plans
- Assist the Teacher in ensuring children are taught and supervised in a consistent manner
- Ensure constant supervision of all children and ensure ratios are met at all times
- Take responsibility of classroom with Teacher is not present
- Assist with daily personal hygiene of the children such as toileting and hand-washing
- Maintain positive relationships with parents/caregivers, ensuring to greet them as they enter the building
- Follow and implement Heppner Day Care, Inc. Center's Policies including but not limited to, Positive Discipline Policy
- Support positive, social mealtimes
- Help maintain a clean and sanitized classroom and Center
- Complete appropriate documentation as needed, examples: accident reports and attendance records
- Ensure Center complies with State Licensing requirements
- Maintains confidentiality
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required

Education Requirements:

- High School Diploma
- ECE credits or certificate or CDA preferable
- Enrolled in the Oregon Registry Online (ORO) or complete enrollment to receive a Step Certificate

Experiences and Skills

- Have (or obtain within 30 days of hire) CPR and First Aid, and Food Handler's Cards
- Be enrolled (or ability to enroll) in Central Background Registry

- Desire to work with children and their families
- Previous experience with 3 – 5 year olds (preferably in childcare center setting)
- Ability to keep accurate records
- Communicate effectively with staff, children, families, and the public on the phone, face-to-face, and in group settings
- Ability to occasionally lift to 50 lbs.
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor frequently throughout the day

Heppner Day Care, Inc. is an Equal Opportunity Employer