

## 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 and activities
- 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
- 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, Clean Dishes and Kitchen, support Director with grocery list/what's needed
- Help maintain a clean and sanitized classroom and center following cleaning checklist and/or noticing what is needed or what is requested by Director
- Ensure center complies with State Licensing requirements (refer to Child Care Licensing Handbook for more details)
- 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 Requirements:**

- High School Diploma
- Preferred but not required:
  - Completed 1 year or 20 credits of ECE coursework
  - Step 8 in ORO

## **Experiences and Skills**

- Have (or obtain within 30 days of hire) CPR and First Aid, and Food Handler's Cards
- Enrolled or have ability to enroll in Central Background Registry
- Previous Preschool Teaching experience; preferably 1 or more years
- 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