



**TITLE:** Teacher Assistant or Aide

**HOURLY RANGE:** \$8-\$12/Hour

**REPORTS TO:** Lead Teacher & Center Director

**EMPLOYER PAID BENEFITS:** N/A

**POSITION SUMMARY:**

The Assistant supports the Lead Teacher to provide a safe, nurturing environment for the children. S/he is responsible for developing and implementing an ongoing program of appropriate activities and curriculum with the teacher's lead to promote the social, emotional, cognitive and physical development of each child enrolled. They must be able to communicate and listen to build relationships with each child and their parent to help each child succeed.

**RESPONSIBILITIES AND DUTIES:**

- Meet regularly with Lead Teacher to discuss weekly plans and activities.
- Attend all staff meetings and in-service safety training sessions provided at the Farm.
- Review curriculum with Lead Teacher to plan and implement the daily program of activities based on principles of child development and in accordance with the program's curriculum.
  - Evaluate the program's effectiveness with Lead Teacher and adjust plans and activities accordingly.
- Develop a positive relationship with each child and promote the development of self-esteem, self-discipline, social, and self-help skills, as well as cleanliness.
- Encourage children to participate using positive reinforcement.
- Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
- Review with Lead Teacher the progress of each child to help develop written plans to promote each child's growth and development.
- Establish a positive relationship with each child's family and share information about the child's day at the Farm.
- Help ensure smooth transitions with parents (drop off and pick up) from home to farm, as well as throughout the day.
- Set up and maintain a well-organized, clean, safe, and attractive indoor and outdoor environment conducive to the optimal growth and development of children.
- Uphold, fix and bring to Lead Teacher's attention appropriate activities and functioning equipment.
- Be aware of local dangers i.e. snakes, spiders, poison ivy, etc.

**QUALIFICATIONS:**

- Enjoy working with children while being patient, active, energetic, and loving.
- Have an understanding of child development.
- Ability to relate positively to young children, parents and staff.
- Demonstrate success in working as a member of a team.
- Effective and strong communication skills (orally and written).
- Demonstrated supervision skills.
- Have a passion for healthy eating and physical activity.
- Confidently follow all center policies and VA state standards.
- Maintain personal professional development plan to ensure continuous quality improvement including at least 16 hours of approved training per year.

**PHYSICAL CAPABILITIES:**

- Be able to lift 50 lbs.
- Be able to walk, run, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety.
- Ability to work in harsher weather condition including heat, cold, rain, snow, wind, etc.
- Can handle a stressful environment and accept changes to any schedule to accommodate weather and child directed education.
- Ability to work on farm and be comfortable with animals, bugs, dirt, variety of produce, etc.
- Encourage self-help and good hygiene through behavior modeling.



**OTHER:**

- *At least 18 years old.*
- *High School Diploma or GED.*
- *Infant/Child CPR and First Aid Certified.*
- *Documentation of Tuberculin-free condition.*
- *Clear full background check and health screening*
- *Access to own transportation with the ability to be on time and dependable.*

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE