



GIGGLES & GRACE EARLY LEARNING CENTER, INC.
Teacher Aid

Position: Teacher Aid I&II
Status: Non-Exempt
Supervised by: Lead Teacher
Salary: DOE

Giggles & Grace Early Learning Center, Inc. (G&G) is committed to providing a safe, nurturing Christian environment emphasizing the total development of each child; intellectual, emotional, physical, spiritual, and social, while accepting and celebrating our individual and cultural diversity.

JOB SUMMARY:

Under the direction of the Head Teacher, you will aid with the education and child care services rendered to G&G children. Most of all, you are responsible for the supervision, wellbeing, and development of the children you serve.

JOB DUTIES:

- Ensure curriculum follows the Oregon Child Care Division Rules and Head Start Standards if they apply
- Assist the Head Teacher with curriculum planning and implementation
- Meet the needs of each individual child and perform assessments or attend meetings for them
- Promote literacy and early education
- Teach lessons plans for the classroom as needed
- Provide breaks for staff as required and requested in addition to assisting with job tasks that fulfil the Mission
- Complete monthly assessment of children's development
- Maintain classroom records, including but not limited to, accident reports, attendance, timesheets, and monthly progress reports
- Maintain confidentiality at all times
- Report any suspected child abuse to Head Teacher, Program/Site Coordinator, Executive Director, Family Advocate, and the Department of Human Services
- Arrange a classroom environment in accordance to program goals and G&G philosophy
- Maintain a safe and healthy environment
- Consistently enforce G&G Child-Adult Behavioral Interaction Policy and Positive Behavior Guide Strategy
- Assist in arranging classroom, serving and cleaning of two (2) meals, and a (1) snack



- Model cleanliness habits, including but not limited to, following Food Handler Safety practices and G&G Handwashing Guidelines
- Attend all staff related meetings and recommended trainings
- Attend at minimum 24 hours per year of continuing education classes with eight (8) hours being in Early Childhood Education per
- Maintain daily open communication with parents
- Document In-Kind services or donations in accordance with the G&G and the Oregon Child Development Coalition grant partnership requirements

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Excellent oral communication and interpersonal skills with the ability to work within diverse populations and respond to crisis situations
- Excellent written communication
- Knowledge of preschool curriculum aligned with Common Core State Standards and Kindergarten Readiness Program.
- Completed or the ability to complete Recognizing and Reporting Child Abuse and Neglect, Introduction to Child Care Health and Safety courses, and Safe Sleep before start date
- CPR/First Aid Certified or able to obtain within 30 days of hire
- Meets all applicable licensing regulations

PREFERRED QUALIFICATIONS:

- Child Development Associates (CDA) Credential in Early Childhood Education or;
- At least 2 years' experience in a related field and obtain a CDA within 1 year of hire
- Have a step on the Oregon Registry Online System or;
- At least 1 year of experience in a relevant field

Giggles & Grace believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow instructions and to perform any other duties upon the request of the supervisor.

I have read the above job description, understand it, and agree to accept the responsibility therein if I am to maintain this position.



Employee Signature

Date