

Teaching Academy Lesson Resources

Teacher Assistant Onet Description with job duties.

<https://www.bls.gov/ooh/education-training-and-library/teacher-assistants.htm#tab-2>

Indeed Teacher Assistant Job Listings.

<https://www.indeed.com/jobs?q=teacher%20assistant&l=Vancouver%2C%20WA&from=searchOnHP>

Job Listings

Classroom Aide

Innovative Services NW

37 reviews

9414 NE Fourth Plain Blvd, Vancouver, WA 98662

\$17.50 - \$18.25 an hour - Full-time

Apply now

SUMMARY:

Aides provide additional support to the early learning classrooms while learning more about the early learning field. Many assigned tasks will involve cleaning/housekeeping as well as providing care and observations for children under direct supervision of other staff.

ESSENTIAL FUNCTIONS:

- Help keep classroom looking neat and professional
- Do laundry as needed
- Sanitize toys in the classrooms
- Keep bathrooms tidy
- Clean up for outdoor area
- Help meet the physical needs of each child
- Interact with children and extend learning experiences
- Facilitate social/emotional development in a self-esteem building environment
- Model appropriate behavior—positive guidance techniques
- Daily implementation of age appropriate activities and lesson plans
- Positive interactions and service with parents
- Maintain licensing requirements and report all safety hazards Supervisor or Director
- Diapering every two hours for children who may not be potty trained
- Understanding of Washington Administration Code in regards to childcare within 30 days of hire date
- Mandated CPS Reporter

- Attend staff meetings one evening per month
- Other duties as assigned

COMPETENCIES:

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- 18 years of age
- High school Diploma/GED
- Experience working with children
- Must pass a criminal history background check & DEL PBC
- Ability to communicate with staff and families
- CPR and First Aid certifications
- Basic STARS (30 hours) required within 6 months of hire
- 10 hours of STARS approved training every year
- HIV/Aids and Blood borne Pathogens Certification
- Negative TB test
- Food Handler's card
- Ability to lift 30 pounds or more

Grade levels:Pre-Kindergarten

Paraeducator, Instructional

3 hours per day, 9 months per year

External applicants must include official transcripts to confirm education or ETS ParaPro Assessment results with application.

Qualifications:

- **Documentation verifying a high school diploma or GED AND**
- **One of the following: official transcripts verifying an Associate's Degree (90 quarter, 60 semester) OR 72 quarter or 48 semester credits from an accredited university, college, community college or business school; OR ETS ParaPro Assessment result of 461 or higher**
- **One year of related experience working with children in an educational setting preferred**
- **Successful experience as part of an educational team preferred**

- Experience which demonstrates excellent interpersonal skills and skills in working effectively in a team environment, providing support to achieve the desired goal(s) for the classroom and/or program area
- Possess excellent problem solving, analytical, and conflict resolution skills and ability to think quickly

Knowledge, Skills, and Abilities:

- Ability to effectively communicate with and appreciate individuals from diverse, socio-economic backgrounds
- Ability to learn and use a computer monitor, keyboard, and appropriate adaptive technologies
- Ability to successfully implement educational programs and manage student behavior positively with direction from the teacher
- Ability to ensure student safety and resolve conflicts
- Ability to identify and resolve problems in a timely manner, with minimal supervision
- Ability to maintain confidentiality
- Ability to effectively prioritize competing demands and be flexible with assigned tasks and schedules
- Ability to adapt to changes in the work environment

Other Requirements:

- Ability to lift, move, physically restrain a child of the size required by the job
- Ability to independently and safely escort students around the school building and grounds
- Ability to observe the behavior of students, both visually and by listening
- Regular attendance to carry out the duties and responsibilities of the position to achieve program requirements

Essential Functions:

- Treat co-workers, supervisors, students, parents and others with dignity and respect at all times
- Serve as a positive role model for students, and practices the behaviors that are expected of our students
- Work in a flexible and cooperative manner
- Participate in professional learning opportunities to broaden expertise in working with diverse student populations
- With support from certificated teachers, identify student learning needs, monitor student progress toward learning goals, and maintain accurate student data

- In cooperation with certificated teachers, work with individual students or small groups to achieve academic, behavioral, social emotional, basic life skills and other areas as assigned
- Work with small groups of students some of whom have special needs, including behavior needs, assisting with class work
- Monitor students to maintain an effective classroom environment that allows certificated teachers to provide small group or one-on one instruction
- With guidance provided by certificated teachers, provide instruction where students are engaged and productive
- Utilize lesson plans and follow verbal directions to provide targeted instruction to students as directed by the certificated teachers
- Collect and communicate information regarding student progress to the certificated teachers in order for appropriate adjustments to interventions and supports to be made
- With guidance provided by certificated teachers, assist to grade/correct papers and homework utilizing a rubric or key
- Provide supervision and ensure safety and security of students
- Perform other tasks and assume other responsibilities as assigned by administrator in alignment with their job classification

Title: Working Day ECEAP Assistant Teacher

Employment Status: Full -Time Schedule: Full-Year

FTE: 1.0 | 261 days

FLSA Status: Non-Exempt

Reports to: Center Director

Supervises: - N/A

Offering New Employee Bonus! \$300 after successful completion of 60 days of employment.

Benefits

- Medical, Dental, Vision Insurance
- PTO
- Paid Holidays
- Discounted child care
- 401k with Employer match
- Employee Assistance Program
- \$10,000 Basic Life Insurance
- Voluntary STD, LTD, and additional life insurance
- Quarterly passes to Columbia Sportswear and Adidas employee store

Who are we:

We're a nonprofit organization founded in response to the question, "How can we work to improve opportunities for our community's children?". This question is at the heart of the work that we do. We believe that the answer to this question is through building

environments where children can learn and develop themselves through play. By playing, our children learn about the world and how they relate to it, giving them the foundation needed to thrive.

How do we do this? We work in partnership with the Educational Service District (ESD) 112 to staff and facilitate numerous childcare centers in the southwest Washington area. Our programs are designed to support children at ages ranging from birth, to preschool, to school age. We have program types to support children of all backgrounds and needs.

You may be wondering what joining our team really *means* for you. Aside from getting to play with children all day, you go home at the end of the day knowing that your work is directly impacting the lives of those children by readying them for school and enriching their lives. You'll be part of a team that values connection, accountability, and innovation. We pride ourselves on fostering a community that helps our mission by helping each other.

If you are passionate about uplifting young minds and wish to make an impact that expands outside of the classroom, we would love to have you join our team!

Position Summary:

The Working Day ECEAP Assistant Teacher supports the shared commitment and responsibility to provide a safe and engaging educational and care setting for children ages three to five years in the Early Childhood Education and Assistance Program (ECEAP). The Working Day ECEAP classroom is a full day program focused upon providing a responsive, balanced, and supportive learning and care program to meet the needs of children with families who work or attend school. Under the direction of the Working Day ECEAP Lead Teacher and the supervision of the Center Director, the Working Day ECEAP Assistant Teacher assists in preparing the classroom materials and providing direct services to create quality learning and care experiences for children, assisting in the implementation of methods that promote independence, curiosity, decision-making, cooperation, persistence, creativity, and problem solving in young children. The Working Day ECEAP Assistant Teacher must demonstrate patience and gentleness in their care practices, model consistent and stable relationship skills, and assist in the completion of necessary documentation using program databases and tools, as assigned. The Working Day ECEAP Assistant Teacher works within the framework of age-appropriate curriculum and lesson plans, to promote the health, nutrition, and education of ECEAP children in their care who may exhibit complex behaviors and who remain in care for 10 or more hours each day. The Working Day ECEAP Assistant Teacher assists in supporting parental involvement in educational planning, goal setting, and center activities.

Qualifications and Skills:

- High school diploma or GED.
- Must meet one of the following:
 - o The equivalent of 12 college quarter credits in early childhood education

- o Initial or higher Washington State Early Childhood Education Certificate
- o A current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition.
- 18 years of age or older.
- Ability to work within a team and work effectively with other people.
- Ability to follow directions and follow through efficiently on assigned tasks.
 - Ability to work an opening or closing shift, depending on the need.
 - Ability to work in a fast-paced, busy environment with constant interruptions, while maintaining a focus on children and meeting program requirements.
 - Follow the direction of the Center Director.
- Must present a professional and positive demeanor in behavior and dress.
- Demonstrate an understanding and appreciation for diverse ethnic and economic backgrounds of families served.

Essential Functions:

Teaching and Care Practices:

- Model relational stability through consistent caregiver presence during all child direct service hours to create a safe and predictable daily routine.
- Under the direction of the Lead Teacher, create a warm, welcoming, and inclusive learning environment featuring well-defined interest areas with toys and learning materials set up for intuitive and accessible use by children.
- Assist in the planning and implementation of curriculum by following lesson plans and class schedule.
- Assist in setting up the environment of the classroom with well-defined interest areas. Set up toys and materials so that they are accessible to children.
- Build on children's strengths and areas of interest, while helping them gain new skills with a focus on social emotional learning and self-regulation.
- Follow established plans and demonstrate responsiveness to meet the needs of the individual children with concerns for interests, disabilities, special talents, cultural backgrounds, and individual styles.
- Support and follow the guidance techniques posted in the classroom.
- Implement trauma-informed practices and strategies.

Communication and Collaboration:

- Participate regularly in staff meetings, in-service programs, and workshops. This may require the ability to work occasional nights and weekends.

- Establish and maintain positive communication using collaborative methods to problem solve and interact with families, children, your supervisor, and staff members.
- Demonstrate cooperative teamwork through flexibility with classroom and Center staffing needs, including staffing support for other centers throughout SW Washington.

Documentation:

- Assist in maintaining all required records and child files in an accurate and timely manner, as assigned. Assist Lead Teacher in the capture of daily observations and the collection and assemblage of child portfolios.
- Maintain confidentiality and professional boundaries regarding the exchange of pertinent and necessary information.

Other Duties:

Please note this job description is not designed to cover or contain a complete listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Demands:

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The candidate must be able to observe and evaluate activities with accuracy in order to effectively supervise child behaviors and classroom activities. Candidate must be able to effectively communicate with coworkers, children, and families both verbally and in writing.
- This position requires the candidate to engage physically and mentally in activities with staff and children. Must possess the ability to lift and/or move materials necessary to meet requirements of Essential Functions of position, which includes exerting up to 50 pounds of force occasionally, 20 pounds of force frequently, and up to 10 pounds constantly to move objects including the human body. Must be able to assist in facility evacuations in the event of an emergency.
- Working with young children requires sound judgment, self-control, emotional competence, and the ability to adjust cognitive patterns to meet the needs of children with diverse backgrounds, varying social-emotional skills, and behavioral