



901 E. 95th Street, Chicago, IL 60619 • 773.966.1516
www.tuccchildcarecenter.com

Teacher Assistant (Co-Teacher) Job Description

Reports to: Site Director

Classification: Non-Exempt

Work Direction: The Teacher Assistant shall generally work forty (40) hours each week under the direct supervision of the PEL/Lead Teacher with the schedule personally arranged, and mutually agreed to by the Site Director and Senior Director of Programs.

Basic Function: The Teacher Assistant provides direct care to the children and parents in collaboration with other teaching staff. The Teacher Assistant is also responsible for the active participation/contribution in the progress of the Center's educational philosophy and environmental goals. The incumbent must demonstrate leadership and problem solving skills in and out of the classroom setting.

JOB DESCRIPTION

- Demonstrates positive interactions with children.
- Listens, responds and speaks to children, at eye level within close proximity, in a positive respectful tone, for the purpose of modeling appropriate behavior and exhibits respect for each child.
- Demonstrates ability to nurture children appropriately, to provide children with the comfort of a safe, responsive environment as needed.
- Follows guidelines and discusses child's behavior and development with teaching staff to maintain compliance with governmental regulations, as well as develops a strong understand of each child for the purpose of planning individualized activities.
- Aids the teaching staff in classroom administrative details including but not limited to attendance and day's schedule of activities.
- Oversees and implements planned activities, in conjunction with teaching staff and provides for the safety and well-being of each child.
- Interacts and intervenes with each child during all activities.
- Arranges and maintains the environment of the classroom to compliment the curriculum and provide a safe environment for children to learn.
- Assist parent volunteers in the classroom and builds and ensures positive on-going relationships with parents.
- Secures all material and equipment at the close of operations daily.
- Assists with maintaining bulletin boards, preparing labels and with various paperwork.
- Reports repair and supply needs to lead teacher.



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- Communicates to teaching staff all pertinent information from parents and/or information regarding each child's overall well-being and development.
- Assist in compliance with Head Start Performance Standards, federal, state and city regulations and licensing requirements.
- Perform other duties as assigned by their Supervisor(s).

QUALIFICATIONS

Knowledge and Skills

- Ability to effectively communicate, both individually and in group settings, with community members, groups, managers, regulatory agencies, and families.
- Ability to plan and facilitate group and individual experiences for children according to their needs, strengths and interests.
- Ability to work with others in supporting a positive work environment.
- Ability to speak with groups or individual parents regarding child development, curriculum planning, goal setting, and kindergarten readiness.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

Education

This position requires **at minimum** a High School diploma or GED equivalency, plus six (6) hours of formal training in Child Development and Early Childhood Education and Level 1 Early Childhood Education Gateways Certification.

This position **actually requires** an Associate's Degree in Early Childhood Education plus three (3) years of Early Childhood experience in classroom teaching environments. The incumbent must possess a Level 2 - 4 Infant Toddler/Early Childhood Education Gateways Certification.

Training and Experience

The incumbent must possess **at minimum** six (6) months of experience in a pre-school setting under qualified supervision in a paid and/or volunteer capacity. The incumbent must possess the knowledge of child development, licensing, and funding standards. The incumbent must be familiar with legislation and advocacy of childcare services in the State of Illinois; this includes best practices in Early Childhood Development standards. Additionally, the incumbent must possess the ability to relate and develop a mutual respect for the families and children served and must possess the ability to get along with diverse personalities, demonstrate tact, and maturity.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position requires the Teacher to work in a clean, well-lit area. Additionally, the incumbent must be able to lift and/or move up to 30 pounds. The incumbent must possess the ability to stand, stoop, bend, and carry children, sit without back support for 15-20 minutes at a time. The incumbent will be required to work in or visit other Trinity UCC Child Care Centers and/or other offices/sites in the Chicagoland area responsible for administering Early Childhood Development services and/or activities and must be able to travel to these various locations. The incumbent must have experience working on computers and have some knowledge of Creative Curriculum approaches to Early Childhood Education.

The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by Child Care staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

Created: April 11, 2017