

CITY OF EMERYVILLE/MESA

Created: March 2016
TITLE: TEACHER ASSISTANT
FLSA: NON-EXEMPT
Class Code: 1685

TEACHER ASSISTANT

DEFINITION

Under the supervision of a Teacher, this position performs duties that are instructional in nature and serves in a position for which a teacher has ultimate responsibility for the design and delivery of educational programs or services and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a paraprofessional position in the Teacher series. The incumbents are responsible for assisting the classroom teacher in the delivery of educational programs or services to children in the Child Development Program. The incumbent receives direct supervision from the classroom Teacher.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Assist teachers in classroom activities and supervision of children in order to coordinate a quality program.

Assist in the planning of daily activities designed to develop cognitive, social emotional, and physical development.

Assist in planning developmentally and culturally relevant activities.

Discuss assigned duties with classroom teachers to coordinate instructional efforts.

Present subject matter to students under the direction and guidance of teachers.

Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.

Instruct and monitor and participates with children involved in structured and free play activities in order to prevent injuries.

Interact with the assigned children groups on activities, that promote growth and development . Provides direct supervise of children at all times

Supervise and help with breakfast, mid-morning snack, lunch, and afternoon snack distribution and clean up.

Follows the California State Department of Education diapering, toileting, and sanitizing regulations.

Facilitate the naptime preparation.

Make referrals to teachers regarding children with special problems, health needs and behavior problems.

Assist in maintaining a clean, healthy, and safe environment, both indoors and outdoors.

Participate in parent-teacher conferences regarding students' progress

Encourage and maintain a good relationship with staff and parents.

QUALIFICATIONS

Knowledge of principles and practices of child development for licensed center based child care; principles and processes for providing customer and personal services.

Ability to: understand and follow oral and written instructions; deal with a variety of age groups from infancy to pre-school age and adults; implement current child development practices in accordance with State Department of Education and Community Care Licensing guidelines; help prepare lesson plans and daily activity schedules that facilitate and stimulate child learning; communicate effectively, both in writing and verbally; work as part of a team in a culturally diverse environment; help direct the activities of children of varying ages from infancy to pre-school; deal with children in distress and/or are uncooperative; implement program goals; work effectively with those contacted in the course of the work including children, parents, staff, management and consultants; follow oral and written instruction; perform the physical duties of the job.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Within one year of employment, must successfully complete a minimum of six (6) units in Early Childhood Education from a recognized program. Must possess a high school diploma or GED certificate. Experience working in a child development program for infants, toddlers and pre-school children.

Teacher Assistants must complete a minimum of six (6) units in Early Childhood Education from a recognized program within the probationary period. Failure to complete these units successfully will result in release from probationary status.

Special Requirements:

Must be sufficiently physically active in order to monitor and participate in children games and exercise activities; stand, walk, squat, kneel, bend, twist, reach above shoulder level and below waist level, push and pull, lift up to 50 lbs. while monitoring children; sit on the floor while working with infants, toddlers, and children; carry and bottle feed infants/toddlers; grasp and manipulate items such as writing utensils; and sufficiently patient to care for children in distress and/or who are being uncooperative.