**Teacher’s Assistant of Early Childhood Education Center (ECEC) Duties**  
**To Whom Responsible:**

The ECEC Teacher’s Assistant will serve under the general supervision of the ECEC Director and Pre-K lead teacher.

**Evaluation:**

An annual evaluation will be conducted by the ECEC Director, with input from lead teacher(s).

**Summary:**

This is a full time 8 hour position, with a 30 minute unpaid lunch break. This position will be in the Pre-K classroom with a lead teacher and one other assistant. Assists lead teachers with curriculum implementation and guiding students through daily schedule. Communicates with parents on student activities and general learning milestones. Reports directly to the classroom lead teacher.

**Salary and Benefits:**

Commensurate with education level and experience. Benefits also include medical, dental, and vision insurance options, disability and retirement benefits, access to 403(b) retirement plan, and generous paid time off allowances.

**Requirements:**

* Previous experience in childcare. College credits in early childhood education preferred.
* Must provide a negative tuberculosis test (dated within last 21 days) prior to working directly with children (Such test will need to be repeated every 2 years).
* All staff shall be prepared to complete at least 3\* criminal background checks (a sworn disclosure, a name search with Central Registry Search, and a fingerprint search with Criminal Background Investigation) within their first 30 days of employment and pass all successively prior to working directly with children. \*The number of background searches is dependent upon how many states the employee has lived in during the previous 5 years.
* Mandated Reporter Child Abuse and Neglect Recognition and Reporting Training is preferred. Also, Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome, and Abusive Head Trauma Training is preferred. Otherwise, must be agreeable to obtaining within 7 days of employment and before the employee can be left alone with students.
* Current First Aid/Cardiopulmonary Resuscitation (CPR) training and Medication Administration Training (MAT) certification is preferred. Otherwise, must be agreeable to obtaining within the first 30 days of employment.
* 10-hour Virginia Preservice Training for Child Care Staff plus the 3 hours annual Health and Safety Update is preferred. Otherwise, must be agreeable to obtaining within the first 90 days of employment.
* Must be able to stand, bend, sit for long periods of time and must be able to lift up to 50 lbs as it pertains to working in an office setting and with young children.

**Specific Responsibilities:**

* Responsible for contributing to positive ECEC environment
* Follows personnel policies of the Center as outlined in the SJLC Personnel Manual and ECEC Staff Handbook.
* Maintains neat appearance.
* Reports problems promptly to classroom lead and/or director.
* Comes to the Center rested and able to deal with the demands of children.
* Reflects the love of Jesus through words and actions.
* Fosters a Christian community for staff, children, and families.
* Responds calmly to crisis/emergency situations that may occur.
* Provides first aid/CPR, prevents the spread of blood borne pathogens, and accesses emergency services, as needed.
* Communicates with emergency personnel and understand instructions on medicine.
* Maintains professional attitude and behavior. This includes using the proper channels to air problems and complaints.
* Promotes a good rapport and team atmosphere among staff members.
* Responsibilities for classroom management
* Supervises the classroom, according to the plans of the lead teacher when the lead teacher is out of the room.

Helps with daily activities such as:

* meals and preparation of snacks
* cleaning toys and classroom
* dressing/undressing
* toileting and diapering needs
* nap time
* large and small group activities
* music and movement
* art
* outdoor play supervision
* Assists the lead teacher in record keeping of student activities and observations related to children’s development.
* Interacting with children during lessons, play, and centers
* Uses “materials, activities, and experiences” to encourage children’s growth and development.
* Helps children regulate their behavior using a positive, consistent approach connected to Conscious Discipline professional learning.
* Provides a safe and stimulating environment for the age group assigned.
* Assists the lead teacher in implementing the daily program, including the following:
* Treating each child with dignity and respect.
* Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style, and pace of learning.
* Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
* Teaching children to express themselves, communicate, and collaborate well with others.
* Responsibilities for maintaining communication and relationships with parents
* Establishes relationships with each family to ensure that their student’s needs are met and maintaining good communication with parents through our parent portal.
* Maintains confidentiality of children/families, school directives, curriculum, and software.
* Assists lead teacher in assuring classroom bulletin boards are kept up to date with lesson plans, activity calendars, and meal schedules for parents.
* Responsibilities for personal annual training and professional development
* Shall complete, annually, a minimum of 16 clock hours of training appropriate to the age of children in care. Approved training includes, but is not limited to, child development, interactions with children, behavior management, observation and assessment, developmentally appropriate curriculum, inclusive practices, family involvement and communication, transition practices, health and safety, nutrition, and child abuse detection and prevention.
* Should participate, annually, in professional development opportunities, including but not limited to, college courses, professional development training classes, leadership development, professional conferences, early childhood professional association membership, professional advisories or task force memberships, and/or publications.

Job Type: Full-time

Pay: $14.00 - $19.00 per hour

Benefits:

* 401(k)
* Dental insurance
* Employee assistance program
* Employee discount
* Health insurance
* Health savings account
* Paid time off
* Professional development assistance
* Retirement plan
* Vision insurance

Grade levels:

* Pre-Kindergarten

Schedule:

* Monday to Friday- Full Time

School type:

* Private school
* Religious school

Ability to commute/relocate:

* Alexandria, VA 22310: Reliably commute or planning to relocate before starting work (Required)

Education:

* High school or equivalent (Required)

Experience:

* Childcare: 1 year (Required)

Work Location: In person