

Teacher's Assistant

Wyoming Valley Children's Association (WVCA) Job Description:

The **Teacher's Assistant** is a key member of the education team that supports the mission and values of the Wyoming Valley Children's Association (WVCA) and early childhood education. The assistant utilizes early learning, Keystone Stars, and other applicable federal, state, and local standards to help the teacher provide a developmentally appropriate schedule, activities, and classroom environment for a special education inclusive classroom. They will help implement the activities of the classrooms directed by the teacher in cooperation with the classroom aide and other preschool staff.

Education and Experience Required:

- **Pennsylvania Department of Education (PDE) Early Childhood Education (ECE) certification, Special Education Certification, or PA Private Academic Certification is a MUST.**
- **Bachelor's Degree Required**
- Experience in providing direct services to preschoolers preferred
- Knowledge of and/or experience implementing the Keystone Star 4 and other applicable federal, state, and local standards in an inclusive setting preferred
- Ability to effectively communicate to internal and external staff
- Experience with technology as related to early intervention services and data collection preferred
- Effective written and oral communication skills
- Demonstrated experience with Microsoft Office applications, including Outlook, Word, Excel
- Demonstrated ability to work effectively as part of a team

Duties and Responsibilities:

- Provides classroom instruction to preschoolers as directed by the teacher, in accordance with the child's IEP and WVCA's established creative curriculum and PBIS
- Provides support to all classroom staff
- Helps complete Work Sampling Assessments, Battelle II Screenings, Progress Monitoring, or other duties as assigned by the teacher
- Demonstrates flexibility in addressing daily situations involving children, classroom staff, building staff, and parents
- Attends trainings, informal and formal meetings, as needed
- Utilizes agency established self-assessment protocol as a strategy for professional growth

- Perform other duties as assigned including substituting for Teachers as needed
- All WVCA staff is responsible for the safety and the well-being of every child
- The assistant teacher will maintain the integrity of the organization by demonstrating a positive attitude and always maintaining the strictest level of confidentiality and privacy of all families
- Behavioral strategies are implemented as directed by teachers with consistency and sensitivity; additional support intervention is to be requested in the event of additional training

The information above is not comprehensive of all duties/responsibilities performed by this position. This job description is not an employment agreement or contract. The Executive Director and Board of Directors have the exclusive right to alter this job description at any time without notice.