



Teacher's Assistant

Classification: Full Time, Non-Exempt

Reports To: Supervisor of Educational Services

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 teaching staff.

Education/Qualifications 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
- *Requirement for ALL Teaching Staff: Must obtain and maintain updated state required clearances, annual health exams, and ongoing yearly training hours*

Skills, Knowledge, and Experience Required:

- Experience working with young children.
- Knowledge of child development and basic developmentally appropriate practices.
- Must have excellent communication and interpersonal skills and ability to cope with stressful situations.
- Must work well with others and be flexible

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

Physical Skills Required:

- Must have strength and ability to lift young children (approximately 75lbs.)
- Must tolerate considerable bending, stooping, squatting.
- Must be able to assist children with self-help skills

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

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.

