



Teacher's Aide

Classification: Full Time, Non-Exempt

Reports To: Supervisor of Educational Services

Job Description: The Teacher's Aide 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 aide 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 assistant and other teaching staff.

Education/Qualifications Required:

- Associate's Degree in Early Childhood Education is preferred
- An Associate's Degree in any field is acceptable
- High School Diploma, plus two years experience

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

Duties and Responsibilities:

- Assist Teachers in providing direct, quality interactions to children as required by IEP goals or programming
- Monitor, observe, and assist all preschool staff to maintain the highest level of safety throughout all school environments
- Assist Teachers in preparation of classrooms; materials, activities, programs, etc. as directed by teacher
- Assist in coordination of any transition activities, programs, daily classroom care as directed

- Provide the highest level of confidentiality throughout all aspects of programming
- Assist children during self-care activities, while ensuring safety and proper hygiene
- Ensure resource materials-classroom/bathroom, are maintained, and stocked regularly
- Participate in on-going required training in order to maintain state compliance
- Perform other duties as assigned by Supervisor or Teacher

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:

- Healthcare coverage including vision and dental
- 403(b) retirement plan
- Excellent vacation and sick leave
- Long term disability and Life/AD&D insurance
- Tuition assistance available
- Tuition discount for children enrolled in WVCA's programs
- Flexible and healthy working environment

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 has the exclusive right to alter this job description at any time without notice.