



Community Action Marin

Child Development Program

Job Title: Teacher's Assistant I

Reports to: Teacher

Job Status: Salaried / Non-Exempt

Job Summary: Assist Teachers in the overall functioning of the classroom, establish supportive relationships with staff and children.

Primary Responsibilities

Provide Effective Supervision & Child Guidance

- * Develop and maintain warm, caring, positive, and respectful relationships with children
- * Show appropriate affection, acceptance, and support to all children
- * In cooperation with staff, maintain adequate supervision of children, as defined by California Department of Social Services Community Care Licensing and California Department of Education
- * Attend to the physical and emotional health, safety, and well being of children
- * Report to teacher: relevant observations about children, all injuries, and any issues that need to be communicated to parents
- * Role model best practices in interactions with children and with other staff
- * Recognize and respect cultural and ethnic diversity of families and children served
- * Refer to CAM Staff Evaluation and verbal feedback- understand and meet these expectations

Exhibit Professional Conduct

- * Implement CAM Child Development Programs philosophy of child care, family support and agency cooperation
- * Maintain confidentiality between staff, families, and children
- * Maintain an attitude of cooperation and promote teamwork
- * Role model a professional and positive attitude, conveying respect to all staff
- * Be willing to listen and receive constructive criticism
- * Refrain from communications that cause negative staff relations: (ex. gossip)
- * Be punctual and inform supervisor when you will be absent
- * Bring concerns, issues or complaints of staff to attention of the site supervisor

Develop and Support Curriculum *(that meets state standards and best practices in the field)*

- * Understand and assist teachers in Desired Results Child Assessments (twice a year)
- * Assist teachers in completing an ITERS, ECERS, or SACERS (once a year)
- * Assist teachers in creating and maintaining Child Portfolios for each child
- * Complete written observations on children on a regular basis
- * Assist teachers in creating curriculum and a classroom environment that is: based on observation, developmentally, culturally, and ethnically appropriate, and responds to the individual needs and interests of the children
- * Lead classroom activities (such as projects, circle & story time, meal/snack, outside time) as agreed upon with teacher
- * Assist teachers to support appropriate and effective transitions

Complete Classroom and Program Organizational Tasks

- * Assist classroom teacher in developing schedules, rules and standards for classroom
- * Assist in keeping program in compliance with licensing, health, and State standards
- * Assist with classroom maintenance/responsibilities as defined by site supervisor and head teacher
- * Attend staff meetings, and meet with teams as requested by site supervisor or head teacher
- * Assist teacher with administrative tasks as requested (ex: meal counts, food forms to parents)
- * Document children's schedule, health needs, behavior, etc as requested
- * Inform teacher of any safety hazards or licensing issues that may arise
- * Inform teacher of any staffing or personnel issues

Provide Parent Support

- * Be responsive to parent requests
- * Report to teacher any issues, needs or concerns expressed by parents
- * Attend Parent/Teacher meetings twice a year (under supervision of site supervisor)
- * Greet parents and maintain warm and friendly communication style

Continue Professional Development

- * Obtain and maintain necessary certification in accordance with California Teaching Requirements
- * Attend staff trainings and meetings
- * Understand State Standards for Curriculum and Child development

Other Duties as Assigned**Qualifications**

- Early Childhood Education or Child Development experience a plus
- Maintain a positive attitude of cooperation, teamwork, flexibility and responsiveness
- Be patient and nurturing towards children
- Must be punctual and have regular attendance
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

- Physical agility to lift and carry objects and/or children up to 50 lbs.
- Standing, sitting and walking intermittently.
- Ability to reach overhead; push, pull, raise and lower objects.
- Ability to bend, stoop, kneel, squat and twist.