



Teacher Assistant Job Description

Summary:

A Teacher Assistant supports the Lead Teacher in creating a caring and safe environment, and assisting in activities to improve the overall care and quality of education. The Teacher Assistant must have excellent communication and listening skills, and the ability and interest to work well with others as a team player. This role is vital in implementing a quality educational program and in developing positive relationships with children and parents. Must be sensitive and responsive to the cultural differences of consumers and center personnel and constituents.

Duties:

- Assist in implementing activities and encourage child participation
- Actively engage in activities, maintain cleanliness and classroom supplies
- Develop frequent communication with parents
- Help ensure smooth daily transition from home to childcare center
- Assume responsibility of children when assigned
- Proficient in data entry and computer basics including Microsoft Word
- Other duties as assigned

Requirements:

- Ability to work well with children
- Ability to work well with others
- Demonstrated experience working with children
- Willing and capable of benefitting from training and supervision
- Must clear Pre-Employment Background Checks (FBI/Central Registry)
- CPR/First Aid Certified (FRIENDS will offer this training)
- High School Diploma or GED