



Playmates Preschools & Child Development Centers, Inc.

Kenova
304-453-4858

Lavalette
304-523-4858

Huntington
304-522-4858

Buffalo
304-429-3988

Westmoreland
304-429-4851

Ceredo
304-908-3368

Ceredo Pre-K
304-453-5998

Westmoreland Pre-k
304-781-0053

POSITION TITLE: Teaching Assistant
REPORTS TO: Lead Teacher/Group Teacher
FSLA: Non-Exempt

JOB SUMMARY:

Under the direction of the Lead Teacher or Group Teacher (depending upon classroom circumstances), provide for the care, safety, and instruction of children under his/her care and supervision. Responsibilities include but are not limited to, maintaining the safety of all Center students, maintaining order in the classroom(s), implementing the chosen curriculum according to posted schedules, greeting each parent and each child by name every time they enter the classroom, and assisting with other supplemental duties such as meals and cleanup as directed.

ESSENTIAL DUTIES:

- Assist assigned teacher in any way possible, which may include but is not limited to:
 - Implementing planned curriculum in detail for assigned classes;
 - Decorate room with bulletin boards, pictures, artwork, homework, and computer stations;
 - Prepare snacks and sit with children while they eat; and
 - Keep classroom, storage rooms, bathrooms, and other public areas neat, clean, and orderly.
- Under the direction of the Lead or Group Teacher, supervise and insure the well-being of all children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Under the direction of the Lead or Group Teacher, ensure classroom environment meets accreditation standards.
- Remain familiar with and follow all Center policies.
- Report to supervisor any cases of suspected child abuse or neglect.
- Report to supervisor any special needs or problems of individual children.
- Attend regular staff planning and evaluation meetings.

OTHER DUTIES:

- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

- Must be at least 18 years of age and high school graduate or equivalent;
- Must possess at least an associate's degree in an early education field; or
- Must possess a CDA or ACDS certificate or equivalent.



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- Two (2) Reference Information Forms on file with the licensing agency, attesting to the employee's character and relevant abilities.
- Certified in CPR and First Aid.
- Demonstrated ability to help children and families through transitions.
- Exhibited enthusiasm and energy towards the children, staff, and preschool.
- Possess a demonstrated record of attending continuing education seminars/workshops.
- Exhibit knowledge of state standards in program, staff, and facility.
- Possess a good understanding of fire, sanitation, and other agency requirements and comply with inspector recommendations.
- Demonstrated understanding and commitment to following approved curriculum.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

JOB TITLE: TEACHING ASSISTANT

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

| ACTIVITY | RARE | OCCASIONAL (25%) | FREQUENT (50%) | CONTINUOUS (75%) |
|--------------------|------|---------------------|-------------------|---------------------|
| WALKING | | | X | |
| LIFTING | | | X | |
| PUSH/PULL | | | X | |
| STANDING | | | X | |
| SITTING | | | X | |
| STOOPING | | | X | |
| READING | | | X | |
| WRITING | | | X | |
| DRIVING | | X | | |
| TYPE/KEYBOARD | | X | | |
| IRREGULAR SCHEDULE | | X | | |
| OVERNIGHT TRAVEL | X | | | |



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WORKING ENVIRONMENT

| CONDITIONS | RARE | OCCASIONAL (25%) | FREQUENT (50%) | CONTINUOUS (75%) |
|-------------|------|---------------------|-------------------|---------------------|
| QUIET | | X | | |
| NOISE | | X | | |
| DUST/DIRT | X | | | |
| POOR | X | | | |
| VENTILATION | | | | |
| HEAT | X | | | |
| EXPOSED TO | X | | | |
| DISEASE | | | | |
| ELECTRICAL | X | | | |
| HAZARDS | | | | |
| ON CALL | X | | | |

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR TEACHING ASSISTANT AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME _____ DATE _____

SUPERVISOR NAME _____ DATE _____