

# River Valley Child Development Services

A leader in providing high quality early childhood care and education services  
for children, families and communities

## Job Description

<b>Position:</b>	Teacher's Assistant
<b>Program:</b>	RV Cares
<b>FLSA Class:</b>	Non-exempt
<b>Position Accountable to:</b>	Teacher, Director, Executive Director
<b>Position(s) Accountable for:</b>	NA
<b>Purpose of Position:</b>	Provides childcare in a variety of programs, plans activities, implements the scheduled daily program, and assists the teachers in a variety of ways.
<b>Educational Requirements:</b>	Minimum of High School Diploma with some knowledge of early childhood education – course work or prior experience. AA in Applied Science in early childhood education or child development or ACDS preferred.
<b>Experiential Requirements:</b>	Knowledge of early childhood education and/or child development through course work or prior experience. Teaching experience preferred.
<b>Additional Training required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Drivers License, Liability Insurance, and Acceptable Driving Record:</b>	Valid driver's license and insurance. Possess personal vehicle. Travel as required.
<b>Additional Required Certifications/Tests/Licenses:</b>	<ul style="list-style-type: none"> <li>• STARS certification</li> <li>• CPR and First Aid certification</li> <li>• Physical Examination</li> <li>• TB Test</li> <li>• Drug Test</li> <li>• Non-smoker</li> <li>• Medication Administration Certification</li> <li>• Criminal Background Check (CIB)</li> <li>• Child Protective Services (CPS) check</li> <li>• Food Handlers, if applicable</li> </ul>
<b>Additional Training as required by:</b>	<ul style="list-style-type: none"> <li>• National Association for the Education of Young Children (NAEYC)</li> <li>• WVDHHR Licensing Regulations</li> <li>• River Valley Child Development Services</li> </ul>

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**Required Knowledge, Skills, and Abilities**

Must be eligible to meet requirements of the STARS career pathway.

Ability to understand and follow specific instructions and procedures.

Knowledge of child cognitive, social, and skills development methods and techniques.

Knowledge of play, reading, and quiet-time activities for children based on their individual development.

Knowledge of activities that stimulate children (age specific) and that are developmentally appropriate.

Ability to effectively supervise children.

Ability to provide basic nutrition and hygiene services for infants and young children.

Ability to provide a supportive and caring environment for children.

Knowledge of safety issues relevant to specific age group.

Skills in patience.

Skills in relaying positive reinforcement and redirection.

Skills in positive communication.

Skills in time management.

Ability to be reliable, responsible, and dependable.

Ability to move and react quickly.

Ability to organize environment.

Ability to lift a child (6 weeks to 5 years) to effectively diaper or comfort.

Ability to provide excellent customer service.

Ability to communicate effectively using correct grammar in oral and written communication.

Ability to embrace lifelong learning.

Ability to work in all classrooms within the center.

Knowledge of child care facility, services and/or staff licensure and certification requirements.

**Essential Responsibilities:**

General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency, as well as with families and children served.

Keep supervisor informed on all relevant matters.

Supply reliable transportation to work and work related activities.

Follow the National Association for the Education of Young Children (NAEYC) standards.

Follow WVDHHR Licensing Regulations.

Follow USDA CACFP requirements.

Follow guidelines set forth in Infant Toddler Environmental Rating Scale (ITERS) or Early Childhood Environmental Rating Scale (ECERS).

Any other duties as assigned by the Executive Director or Center Director.

Program

Related to staff:

- Foster supportive and productive work climate among classroom staff.
- Request equipment repairs and consumable supplies in timely manner.
- Work successfully in a team environment.
- Positively communicate with staff daily in a professional manner.
- Conduct and document regular team meetings.
- Participate in regular staff and teacher meetings.
- Contact Center Director if problem arises that he/she cannot handle.

Related to children and families:

- Follow lesson plans according to Lead Teacher.
- Record objective observations.
- Provide regular, professional communication to families about child's day, both oral and written.
- Perform health checks upon each child's arrival.
- Use appropriate and effective transition time activities and methods.
- Attend and participate in Individualized Education Plan (IEP) meetings and Individual Family Service Plan (IFSP) meetings as coordinated by Center Director.
- Create and/or maintain children's portfolios

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- Sit on floor with children
- Checks/changes diapers with a maximum of 2 hours between diaper changes.
- Works on toilet training when developmentally appropriate.
- Actively participate in children's activities
- Work with each child on one-one basis, as well as small group and large group
- Clean and organize classroom every day.
- Serve breakfast, lunch, and snack as family-style meals.
- Notify families promptly of observed health problems or accidents occurring at the center.
- Communicate positively with children.
- Manage behaviors through positive reinforcement and guidance techniques.
- Understand and adhere to mandated reporting.
- Maintain high level of confidentiality.
- Maintain professional relationships and positive rapport with families.

Related to record-keeping:

- Arrive on time.
- Clock in and out daily.
- Record and submit accurate CACFP food records
- Submit accurate timesheet no later than due date, which requires some computer competency.
- Maintain and submit accurate attendance records (sign in/out sheets).
- Provide reports as required by program policy.
- Maintain daily Head Count logs.
- Maintain daily Diaper Changing charts.
- Complete daily cleaning charts.
- Complete accident reports as needed.
- Evaluate Center Director annually.

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Employee Signature

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Date