



TEACHER ASSISTANT

POSITION SUMMARY

The Teacher Assistant reports to the Education Programs Manager. Responsibilities include assisting in planning and providing developmentally appropriate educational activities and instruction to an assigned classroom of students with and without special needs (birth-5 years).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in planning and providing learning opportunities to students which support growth in all areas of development.
- Assist in implementing a developmentally appropriate and ongoing assessment of student progress.
- Assist in implementing therapeutic activities under the direction of early intervention therapists; maintain required documentation for therapists.
- Use developmentally appropriate guidance strategies to help children learn socially acceptable behavior.
- Ensure classroom compliance is aligned to standards for childcare licensure, Developmental Day requirements, and the Forsyth County Environmental Health.
- Monitor the health and safety of students while at school.
- Communicate with families on a regular basis via weekly updates, parent conferences, written communication and informal personal and telephone contacts.
- Actively seek to involve parents and families in the educational process and development of their children.
- Maintain a positive working relationship with students, families, colleagues, and community members that will promote effective communication and collaboration.
- Maintain the confidentiality of students, their families, and other staff members.
- Maintain written reports and records as required by CFEC.
- Maintain knowledge of current trends and research in the field of early childhood and special education.
- Participate in required staff meetings and staff development opportunities.

QUALIFICATIONS AND REQUIREMENTS

- Minimum NC Early Childhood Credential + additional 6 semester hours early childhood course work.
- Preference for candidates with an associate degree in early childhood education or related field.
- At least 2 years of experience working in licensed childcare or a school environment.
- Preference for experience with Developmental Day Centers and/or working with children with special needs.
- Extensive knowledge of state childcare licensing requirements and environmental rating scales.
- Excellent communication and relationship building skills.
- Proficient in use of computer programs for student assessment, word processing, databases, spreadsheets, e-mail, and internet.
- Initial physical examination and negative TB test (before start date).
- Current DCDEE Criminal Background Check Qualifying Letter (before start date).

PHYSICAL REQUIREMENTS

- The ability to get up and down from the floor on a continuous basis.
- The ability to sit on small chairs, off and on throughout the day.
- The ability to lift children weighing up to 35 pounds on average.

Position is a full-time, 10-month role. Competitive non-profit salary and benefits including medical, dental, vision, life, and retirement. To apply, send a detailed letter of interest explaining your qualifications and your resume to recruitment@thecfec.org. Include "Teacher Assistant" in the subject line of your email. No phone calls please.

Applications will be considered on a rolling basis.