

“Earn While You Learn” Student Teacher Assistant Job Description

MINIMUM EXPECTATIONS & REQUIREMENTS:

1. Enrolled in a minimum of 6 units at Yavapai College.
2. Interest in working with young children.
3. Ability to treat each child with dignity, respect, and a caring attitude.
4. Respect for children’s individual differences.
5. Willingness to take direction from teachers.
6. Ability to obtain TB and Fingerprint clearance.

DESCRIPTION OF DUTIES:

1. Maintain a neat, appropriate appearance and be prompt for work hours.
2. Assure children’s safety through effective supervision.
3. Interact in a calm, positive and caring manner with the children.
4. Assist teachers in implementing a developmentally appropriate curriculum.
5. Develop awareness of each child’s individual needs, interests, and personality.
6. Interact with children in ways that empower them as problem-solvers & investigators, encouraging them to respect themselves and others, validating their individuality and promoting their self-esteem.
7. Serve as a model for children by speaking and acting in respectful ways.
8. Word things positively, rather than negatively, when enforcing rules and limits (e.g. “use your walking feet inside”, rather than “don’t run inside”).
9. Assist with daily set-up, meals, clean-up and CACFP daily meal count recordkeeping as needed.
10. Be a willing and helpful support to the teaching staff by following their directions and anticipating where your help is needed (e.g. if a teacher’s attention is focused on one child, make sure you are supervising the rest of the group).
11. Maintain the confidentiality of children, parents and staff at all times.
12. Schedule a time to talk to the teaching staff, or the director, if you have questions or concerns about specific children, program philosophy and/or your role in the program.
13. Greet parents warmly and share any positive observations or interactions you had with the child that day, but do not talk to them about ongoing issues or concerns with the child – leave that to the teachers.
14. Assist in maintaining an orderly, attractive learning environment.
15. Follow Center policies and procedures to assure a safe and healthy environment (i.e. wash hands at appropriate times, follow proper diapering and sanitizing procedures, do clean-up chores as needed, and follow the Center’s sickness policy).
16. Read all articles, classroom newsletters and/or teacher updates given to you by the teaching staff and/or the director.
17. Adhere to the Center’s “no gossip” policy.