

Job Description

Position Title: Teaching Assistant
Classification: Nonexempt
Reports To: ClassroomTeacher
Date Created: October 2023

Summary/Objective:

The Teaching Assistant is an important member of the Preschool Team. They provide support for classroom teachers and therapists to meet the educational, therapeutic and developmental goals of all children served by Anchor Center for Blind Children.

Essential Functions:

- Under the direction of the preschool teachers, responsible for the daily organizing and setting up of the classroom and program space as well as materials.
- Coordinate with classroom teachers to provide individual and/or group activities in preschool that demonstrate interest and/or abilities
- Assist preschool students as needed with classroom activities and activities of daily living, while promoting each child's maximum level of independence
- Attend team meetings and meet daily with classroom teachers to exchange information regarding functions and duties in the classroom, child observations, curriculum or anything else that supports classroom excellence.
- Discuss concerns, performance and enhance communication
- Provide assistance with all preschool routines and special activities, from welcoming and mealtime to program specials and community days.
- Anticipate dangers and maintain a safe environment
- Attend scheduled staff meetings
- Attend staff training as required
- Respect confidentiality of Anchor Center families and staff
- Represent Anchor Center in a professional and positive manner at Anchor Center and in the community; share the values and standards adhered to at Anchor Center
- Comply with HIPAA and other standards regarding confidentiality.
- Mentor visiting University students as needed.

Work Environment/Physical Activities:

- Therapeutic and Educational environment including children with limited or no vision and frequent parent/family engagement.
- Able to lift up to 40 pounds.
- Able to participate in floor time and maneuver equipment/materials (with assistance if necessary for safety purposes) for use in programming.
- Alert and physically able to accommodate various mobility needs of the children

Competencies:

- Willingness to work in partnership and with guidance and leadership from the classroom teachers and therapist to participate as an integral member of a team
- Respect for difference in parenting styles and for ethnic and cultural differences
- Ability to set appropriate boundaries

Education and Experience:

- High school graduate or equivalent
- At least two years of experience in early childhood preferred.
- Experience working in an early childhood special education program strongly preferred.
- Requires annual doctor’s statement of health to work with children

Expected Hours of Work:

This role is considered part-time working approximately 14 hours per week (with option for additional hours)/39 weeks per year. Pay starts at \$20/hour, dependent upon education & experience.

Employee Name & Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. The Anchor Center for Blind Children is an Equal Opportunity Employer (EOE), M/F/H/V.