



Position Title: Teacher Aid -Floater

Program: Early Childhood Education

Location: Upshur St.

Supervisor: Director of Early Childhood Education

Primary Purpose of the Job:

Assist the classroom teachers during daily interactions and activities with children and families. The teacher aid-floater must always work under direction supervision of the Lead or Assistant teachers, and cannot own responsibility of a group of children by his or herself.

Essential Duties:

1. Welcome the children and families as they come in during the arrival period in the morning.
2. Help the children get settled in and involve them in an activity of their choice.
3. Monitor the health and safety of the children by being alert to changes in behavior, clothing (by checking if they need to change it, if it is appropriate to the weather outside, if the shoelaces are tied, etc.) and physical appearance (by checking if their noses need to be wiped, if their hands or faces need to be washed, etc.)
4. Assist the children during the period of breakfast, lunch and snack, by encouraging them to eat, helping them with utensils and foods, promoting communication among them, and encouraging appropriate table manners.
5. Help the children rest and monitor their sleep during the period of naptime while under the supervision of an educator.
6. Accompany children to the bathroom and supervise their activities there during the times when the educators are leading the activities.
7. Support teachers in developing and implementing a plan to ensure the safety of the children within the group to utilize indoor and outdoor facilities.
8. Provide positive child guidance and appropriate limits and effectively respond to challenging behaviors of children.
9. Assist teachers in implementing instructional activities, including individual, small group and classroom group, indoor and outdoor experiences that promote and support emerging communication skills, creative arts, social emotional and physical development and positive approaches to learning.
10. Other duties as assigned

Required Core Competencies:

1. Demonstrate initiative, self-motivation, and continual learning.
2. Practice professional and effective interpersonal communication skills.
3. Ability to carry out all responsibilities, tasks and projects as assigned.

4. Ability to work both independently and collaboratively with team.
5. Propensity for problem solving.
6. Nurturing character that enables the building of respectful, trusting and collaborative relationships with children and their families.
7. Ethical and professional conduct that facilitates the building of a respectful, trusting and collaborative relationship with all center staff.
8. Modeling of appropriate behavior for children parents and other staff.
9. Respect for family information and confidentiality.

Desired Attributes:

1. Belief that every child can learn and that every child has a right to a quality education.
2. Belief that each member of the school community (including students, families, teachers and staff) is a valuable contributor and an integral part of students' success.
3. Respect for diversity (language, culture, background) of children, families and co-workers.
4. Strong commitment to children's learning and continued social development.
5. Strong commitment to continuous improvement and professional development..
6. Effective communication skills with children and adults.
7. Ability to work cooperatively and collaboratively with co-workers.
8. Flexibility in regards to schedules, sharing of tasks and changes in routines and plans.
9. Ability to contribute new ideas and diverse methods of problem-solving to team.
10. Dependability and punctuality.
11. Patience, honesty and open-mindedness.
12. Positive attitude towards work and people.

Required Experience:

Two years of experience working with children 0-5 years old.

Required Education:

High School Diploma or equivalent.

Required Licenses:

CPR/ First Aid preferably.

Working Conditions:

Community-based organization with a safe, stable and healthy environment.

CentroNia has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

Safety Hazards:

None

This job description does not list all the duties of the job. You may be asked by supervisors to perform other instructions or duties. You will be evaluated in part based upon your performance of the tasks listed in this description.

Management has the right to revise this job description at any time. This job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.