

Easterseals DuPage & Fox Valley

FOR: Policy and Procedure Manual
SECTION: Personnel
RE: Job Description
POSITION: Teacher Assistant
REPORTS TO: Classroom teacher and Child Development Director
STATUS: Non-exempt

PURPOSE: To assist and support the classroom teacher and therapy staff in program implementation. Provide day to day care and supervision of enrolled children.

MISSION STATEMENT:

To enable infants, children and adults with disabilities to achieve maximum independence, and to provide support for the families who love and care for them.

ESSENTIAL FUNCTIONS:

1. Assist in the planning, implementation, and supervision of daily classroom activities
2. Assist with organizing the learning environment, setting up learning centers, and preparing materials and supplies. Supervise, interact and engage children in a group setting with up to 18 children in the classroom and on the playground.
3. Supervise the classroom in the absence of the teachers
4. Perform general classroom housekeeping duties, including: preparing snacks and lunch, feeding children, pottying and diapering children, sweeping, mopping and general clean up, laundry etc.
5. Work under the guidance of the teacher and therapists and assist in developmental activities
6. Assist in maintaining a clean and organized classroom
7. Ensure a safe and nurturing environment in the classroom with primary importance on the safety and well-being of each child
8. Exercise appropriate and positive discipline procedures as established by Center policy
9. Attend and be a part of in-service sessions, classroom meetings and staff meetings
10. Become knowledgeable about the individual needs and well-being of each child in the classroom
11. Maintain open communication with the parents and all other family members
12. Know and follow DCFS licensing standards
13. Become familiar with and adhere to the philosophies and policies of the center
14. Be willing to learn and be instructed in the skills required for working in a special education, early childhood, or infant development program
15. Develop a cooperative and supportive attitude as a team member.
16. Provide services consistent with established Easterseals DuPage & Fox Valley Mission, Values, and Philosophy.
17. Maintain client confidentiality and respect the rights and dignity of all individuals.
18. Adhere to Easterseals DuPage & Fox Valley Code of Ethics. Comply with all Federal, State and local laws and regulations.

19. Participates in other activities that support department and Center projects and goals as requested.

QUALIFICATIONS:

- High school graduate or the equivalent
- At least 18 years of age
- Able to lift up to 50 lbs. up to 20 times per day
- Must relate well to children and families
- As required by DCFS, all employees must possess the following qualities:
 1. Emotional maturity when working with children and their families
 2. Cooperation with purpose and services of the program
 3. Respect for children and adults
 4. Compassion, understanding and patience
 5. Physical and mental health that do not interfere with job description
 6. Good personal hygiene
 7. Sensitivity to children's socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and abilities

ADDITIONAL PREFERRED QUALIFICATIONS:

- Experience working with children with special needs
- CCP or CDA certification, equivalent college credits, or other state credential as an approved child care provider
- 15 credits in early childhood education or child development, and participation in a professional development program
- One year of experience working with young children

REQUIREMENTS:

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 50 lbs. on an as-needed basis, climb ladders and work overhead
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)
4. Possess the physical dexterity necessary to accomplish all the responsibilities outlined in the Task List in a timely manner.

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses

Revised 3/04
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Reviewed 9/11
Reviewed 8/12

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Reviewed 10/15