



**ALBANY PARK
COMMUNITY CENTER**

Position Description

POSITION TITLE: Teacher Assistant (Ages 2-5 years)
SUPERVISOR'S TITLE: Director of Children's Programs
DEPARTMENT: Early Education & School Age Programs
WORK DAYS: Monday through Friday
FLSA: _____ Exempt Non-Exempt
REPORTS TO: Director of Children's Programs
DIVISION: Children & Youth Programs
STATUS: Full Time _____ Part Time
DATE REVISED: March 9, 2021

POSITION PURPOSE

Under the supervision and in cooperation with the teacher, maintain a safe and nurturing classroom environment for a group of preschool children. Assist with the education and general development of the children within the Agency's policies and procedures; and in accordance with other APCC programs, City and State licensing requirements, NAEYC Accreditation, as well as funder requirements.

ESSENTIAL FUNCTIONS AND PRINCIPLE ACCOUNTABILITIES

1. Promotes a welcoming program environment where families are valued and respected by staff.
2. In cooperation with the teacher and others assigned to the room, assists with supervision children and activities, both in the classroom and outside:
 - a. in large group activities (i.e. singing, stories, music, etc.)
 - b. in supervising and participating with children during free play and outdoor activities.
 - c. in small group activities
3. Works cooperatively with the teacher, consultants, specialists, coordinators and other program staff to:
 - a. Provide an optimal environment to meet each child's needs.
 - b. Coordinate additional services for children and families.
4. Assists the teacher:
 - a. in preparing developmentally appropriate lesson plans that reinforce language, cognitive, small and large muscle, social and emotional skills.
 - b. in identifying supplies and equipment needed for the classroom.
 - a. in setting up a classroom environment that best suits the needs of the children in the classroom.
 - b. in preparing materials and setting-up activities in advance for the children according to lesson plans.
 - c. in maintaining attendance, food forms, education files and other records, as directed by the teacher.
 - d. in conducting two home visits and two parent/teacher conferences for each family, yearly.
 - e. in implementing Creative Curriculum for Preschoolers
 - f. in observing and documenting children's activities (in TS GOLD).
5. Assists with implementing and maintaining a high-quality program in accordance with NAEYC accreditation guidelines and Head Start Performance Standards (if required), DCFS licensing and other funder requirements.
6. Assists with ensuring safe and clean classroom and outdoor environments:
 - a. Ensures children are released only persons authorized by the parent(s) and each child is signed in and out of the classroom daily.
 - b. Makes recommendations for improvements and repairs, as needed.
 - c. Shares responsibility for cleaning up after all classroom and outdoor activities.

- d. Notifies teacher of unsafe equipment or other items in the classroom and outside.
 - e. Ensures closing procedures are followed at the end of the day, as appropriate.
7. Works cooperatively with all teaching staff and assists with supervising all children when classrooms are combined for activities/events and/or to meet staffing ratios.
 8. Attend meetings and appropriate professional development workshops to obtain a minimum of 20 training hours in accordance with DCFS licensing regulations.

ADDITIONAL RESPONSIBILITIES

1. In teacher's absence, maintains the daily schedule, follows the lesson plans, and ensures that all daily records are maintained.
2. Tend to child's personal hygiene needs including changing diapers/pull-ups and changing soiled/wet clothing. Assist with toilet training, as needed.
3. Participate in the referral process for children with special needs. With the support of program staff, comply with the individual education plan for children as required.
4. Assist with recruiting children for the program.
5. Maintain knowledge of current trends in early education and child development.
6. Willingly assumes other duties and responsibilities as may be required or assigned.

KNOWLEDGE/SKILLS/ABILITIES

1. Ability to use the tools of information technology.
2. Excellent verbal and written communication skills. Communication skills in a language other than English are desirable.
3. Demonstrated skills in early childhood education/ child development.

EDUCATION/TRAINING/EXPERIENCE

Required Qualifications:

- A Child Development Associate (CDA) credential, **or**
- An associate (AA) or baccalaureate (BA) degree in any area with at least 12 credits in Early Childhood Education or Child Development

Preferred:

- Bilingual Spanish
- Associate's or Bachelor's Degree in Early Childhood Education
- Two or more years' experience working with young children
- Experience in Head Start and/or Preschool For All
- Experience in Teaching Strategies GOLD
- Member in Gateways to Opportunity Registry
- Up-to-date professional development in Gateways Registry
- Gateways Teacher Credential or proof of application for Teacher Credential

PERSONALITY CHARACTERISTICS

Ability to relate well to children, families, organizations, and businesses in Albany Park, a community rich in ethnic, linguistic, cultural, educational, and social diversity.

PHYSICAL DEMANDS

1. Must be in good physical health to keep up with children. Long walks and trips to park are part of job.
2. Exhibits physical and mental health that does not interfere with job responsibilities.
3. Able to sit at a computer for extended periods.
4. Ability to lift thirty (30) pounds.
5. Ability to move and lift children.
6. Ability to sit on the floor, bend, lean and stoop without hindrance; full range of body motion.
7. Ability to take long walks and trips to park to local parks.

*The physical movements or activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

Assists in the supervision of volunteers and Teacher Aide, if applicable.

Albany Park Community Center is an Equal Opportunity Employer

Note: This description is based on management's assessment of the requirements and functions of this job as of the date this description was prepared. It is a general guideline for managers and associates, but it does not purport to be an exhaustive list of all of the elements of the job. Management reserves the right on a temporary or indefinite basis to meet contractual needs through the assignment or reassignment of job duties or any other appropriate means.