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**Position Information: UMCHS Intern: TEACHER ASSISTANT**

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**Supervised by:** Assigned Teacher

**Supervises:** Does not supervise others

**Location:** Boardman, BILC & BMCC/NELC

**Classification:** Non-Exempt, Minimum Wage

**Terms of Employment:** Paid Summer Intern

**Job Goal:**

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To work cooperatively with staff, parents, and volunteers to carry out the responsibilities and duties of the HS programs in order to meet the cognitive, emotional, social, and physical needs of children and families.

**Teacher Assistant Essential Responsibilities:**

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This position *assists* the Teacher in:

- Ensuring consistency in teaching practices and supervision of children
- Implementing lesson plans, giving feedback, and providing input for individualized goal tracking and conferences with parents
- Sharing responsibility of providing appropriate care for children with disabilities
- Following Active Supervision practices
- Involving children and parents in preparing and planning nutritious meals and helping the children to gain skills in serving themselves, trying new foods, and cleaning up
- Assisting with children's personal hygiene needs such as hand-washing, tooth brushing, diapering and toileting
- Maintaining a safe and healthy learning environment by sharing cleaning responsibilities of the classroom which include cleaning and sterilizing toys, floors and bathrooms
- Following licensing procedures of signing in and out and recording accurate attendance
- Establishing and maintaining productive relationships with parents by communicating in a positive manner and encouraging them to attend center activities and events
- Providing childcare at Parent Education Classes and Center Meetings

*In addition, the Teacher Assistant may be asked to take the lead in instructing children when the Teacher is absent.*

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**General Staff Responsibilities:**

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**Employees of UMCHS aspire to the following:**

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*
- *A commitment to innovation and to what is possible.*

**Program Participation and Team Member**

- Will be present at work at assigned time in order to provide consistency of services to children and families
- Will be a punctual team member that actively participates in all required activities, meetings, and trainings
- Will project a professional work image in dress and manner, and will demonstrate familiarity with employment policies, performance standards, work plan and commitment to agency mission/ values in the performance of daily duties.
- Will perform all work in compliance with UMCHS Standards of Conduct
- Will fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Will fulfill any other duties deemed necessary by your supervisor

## **Experience and Skills Requirements:**

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- Desire to work in Early Childhood Development in a preschool age program
- Food Handler's card
- Current CPR/First Aid Certification
- Participate in Columbia Works Professional Development Sessions
- Must be 16 or older
- Requires reliable transportation

## **Physical Requirements:**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Occasionally lift children up to 50 pounds from the floor to waist high.
- Be able to sit on the floor or in child sized furniture.
- Frequently bend and kneel to a child's height in order to maintain eye contact with the child
- Stand tall enough to reach children on play equipment
- Stand or sit for long periods of time

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **Work Environment/Conditions:**

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- Requires working indoors in environmentally controlled conditions, and outdoors, where the learning environment is exposed to weather conditions
- Job tasks are performed in close physical proximity to other people

## **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

## **Agency-Wide Requirements:**

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- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy

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