

## POSITION OVERVIEW

Teacher Assistant's support the planning, organizing and implementation of care, development and education of typically and atypically developing Infants and Toddlers ages 8 weeks to three years.

## AVAILABLE SHIFTS

Monday through Friday	7:00 am-12 pm	12:30 pm-5:30 pm	10:00 am-3:00 pm
Monday, Wednesday, Friday	7:00 am-12 pm	12:30 pm-5:30 pm	10:00 am-3:00 pm
Tuesday and Thursday	7:00 am-12 pm	12:30 pm-5:30 pm	10:00 am-3:00 pm

***\*FT Shifts Available***

## ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

1. Plans and implements educational curriculum and recreational activities for infants and toddlers, which reflects developmental, cultural and linguistic appropriateness.
2. Ensures compliance with company policies and procedures and any of the following program regulations as they apply to the specific program assigned to: CDSS, Title 5 regulations and Title 22 Community Care Licensing regulations.
3. Develops and maintains strong and caring relationships with Infants, Toddlers and Parents.
4. Establishes a climate of acceptance that supports and respects gender, each child's individual personality, physical characteristics and traits, culture, language and ethnic characteristics, family structure and developmental needs and behaviors.
5. Ensures the classroom and all equipment is maintained in a clean and safe condition.
6. Records observations, shares information about the child with their parent(s) and/or company staff and plans with them on how best to meet the child's needs.
7. Communicates with parents daily, verbally or in writing, regarding the physical care and development of the child
8. Completes and submits incident reports as necessary. Maintains absolute confidentiality regarding children and their families in compliance with HIPAA regulations and company policy.
9. Assists with maintaining daily records of each child's attendance, health and behavior, reports of suspicions of child abuse or neglect to Site Supervisor.
10. Maintains working knowledge of current practices in the early childhood education field through reading, participation in seminars and other education opportunities and memberships.
11. Ensures proper care/supervision for every child at all times and adheres to standards of conduct.
12. Adheres to family-style meals. Ensures meal counts are recorded at the point of service.
13. Completes ongoing observations to support assessments and portfolios.
14. Assists with and teaches children self-care skills.

## Infant & Toddler Teacher Assistant

### EDUCATION & EXPERIENCE

- Twelve or more semester units in Early Childhood Education or Child Development.
- Previous experience as an Early Childhood Educator.

### OTHER QUALIFICATIONS

- Demonstrated skill in curriculum and modification for children birth to three years is a plus.
- Prior experience with children/families from diverse cultural and socioeconomic backgrounds.
- Knowledge of Creative Curriculum is a plus.
- Ability to satisfy Title 22 Licensing and Title V CDSS requirements for an Assistant Teacher.
- Ability to handle confidential information.
- Maintains child privacy, protects confidentiality, safeguards the integrity and limits the use and disclosure of Protected Health Information (PHI) to authorized individuals and entities
- Sensitivity to service population's cultural and socioeconomic characteristics.
- Excellent verbal and written communication skills.
- Punctual and dependable attendance.
- Understands TRF's basic philosophy and participates fully in carrying out its mission.
- Spanish/English bilingual is a plus.

### CERTIFICATES, LICENSES, REGISTRATIONS

None required.

### COMPENSATION

Salary is \$18-\$20 per hour

Compensation will be determined based on experience and education.

APPLY ONLINE:

