



Sidney Albert  
Albany JCC

### **TEACHER ASSISTANT (Full Time)**

We are looking for a responsible and vivacious Teacher Assistant to join the team at our growing school. The Teacher Assistant actively participates in planning and implementing the curriculum, working with parents, and assessing the needs of individual children under the guidance of the lead teacher.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in establishing and maintaining an environment for children which is clean, safe, stimulating, and which is appropriate for each child's developmental level
- Assist the Lead Teacher with the appearance, décor, and learning environment of the classroom
- Assume an equal share of the housekeeping responsibilities of the staff
- Promote healthy eating practices through participating in family-style meals as well as planning and implementing nutritional activities
- Meet and maintain licensing requirements for ratio
- Assume the role of leadership in absence of the Lead Teacher
- Interact with the children in accordance with the developmentally appropriate practices as established by the NAEYC guidelines.
- Ability to manage classroom through positive redirection, problem solving, setting appropriate limits, and active listening
- Support Lead Teacher in development and implementation of lesson plans

### **JOB KNOWLEDGE, SKILLS AND ABILITIES**

- Model yourself after the lead teacher
- Meet the requirements of the licensing agencies
- Have a warm and friendly personality
- Be sensitive to others' needs and feelings
- Relate to children
- Fulfill his/her responsibilities in accordance with the center's educational philosophy

## **EDUCATION AND EXPERIENCE**

- High school diploma or GED required
- Associate's degree in education or related field preferred
- Certification in child first aid and CPR
- At least one year of relevant experience in an educational or childcare setting
- Exemplary written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Effective multitasker; can prioritize tasks based on importance and deadlines
- Must pass background check before starting employment
- Experience working with persons from diverse cultural and economic backgrounds.

## **PHYSICAL DEMANDS**

- Lifting and carrying children
- Close contact with children
- Direct supervision of children
- Diaper changing
- Assisting children with toileting and hand washing
- Ability to interact with children on the floor

## **OTHER**

- Assist with fundraising events as needed
- Spearhead or assist on special projects as may be assigned
- Perform other duties as assigned