

Little Jewels Childcare and Enrichment Center  
Job Description

**Title:** Teacher Assistant

**Department:** Child Care Center

**Report to:** Center Director

**Position Description:** The Teacher Assistant is responsible for supervising children in their care and providing learning support and guidance. This role assists the Teacher with development and implementation of education plans as well as identifies and solves issues with the educational, social, and emotional development of children. The Teacher Assistant is also responsible for creating relationships with parents/guardians as well as encouraging participation.

**Essential Responsibilities and Duties:**

- Assist the Teacher in implementing lesson plans and learning goals.
- Complete meal and attendance records.
- Uphold a positive learning environment where needs of students are met.
- Supervise children during meal times.
- Communicate with families and other staff about the needs of students.
- Ensure classrooms meet state standards for safety.
- Maintain appropriate training hours as required by state standards.
- Report any symptoms of child abuse and neglect to supervisor and child abuse hotline.
- Adhere to all policies and procedures relevant to employment and child treatment.
- Represent Little Jewels in a positive and professional manner.
- Handle sensitive and confidential matters and documents.
- Must comply with all licensing standards and regulations.
- May be required to assist with other tasks.

**Requirements:**

- 2 years of experience in an early childhood classroom preferred.
- Must be at least 18 years old.
- High school graduate.
- Must have the ability to stoop, bend, reach overhead, and lift 35 pounds.
- Must be able to stand for extended periods of time.
- Must pass background check and drug screen.

Notice of Resignation: 2 weeks written notice  
Revised July 17, 2020

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_