

WV Pre-K Teacher Assistant
King's Daughters Child Care Center

Reports to: Center Director

Job Goal: To assist in providing a positive and well-structured learning environment in which students can learn, play and grow. The Teacher Assistant will work closely with the Teacher on lesson planning, instruction, overall classroom structure, and room maintenance.

Qualifications:

- Associate's degree in early childhood education or equivalent
- CPR and First Aid certification preferred
- Completion of a successful background check
- Communicate effectively and professionally with parents/guardians of the students
- Assist in preparation of student action plans
- Basic computer skills preferred
- Be able to follow written and verbal instruction from the Teacher
- Any combination of training and experience which would lead to successful employment as a Teacher Assistant
- Successful completion of WV STARS certification (may be completed after hire)
- Maintain current certifications as required
- This job is classified as requiring a medium-heavy work capacity.

Functions of the position:

- Adhere to all federal, state, and district laws and policies
- Assist with emergency management and evacuation procedures
- Establish and maintain a positive relationship with parents
- Good oral communication with students, teachers and families
- Be able to work individually with students and in group settings
- Administer, score and record student achievement as the teacher directs
- Operate and care for all classroom and office equipment
- Assist with lunch, snack, and clean-up routines of all students
- Assist with bathroom and wash-up routines of all students
- Maintain a high level of ethical behavior and confidentiality regarding information about the students
- Provide input into lesson planning
- Follow lesson plans developed for instructional, social, academic and emotional skills and objectives
- Provide a positive role model for students
- Self-evaluate personal and job-related characteristics
- Keep prompt hours
- Perform other duties as assigned by the Center Director and Pre-K Teacher