



Saint Vincent's Day Home

Teacher Aide Job Description

Position:	Teacher Aide (Floater)
Job Hours:	Varies
Immediate Supervisor:	Head Teacher

Position Description:

The teacher aide has the primary responsibility to willingly be adaptable and flexible to meet the specific and unanticipated needs for coverage in any classroom at the Day Home throughout the day as a substitute teacher. Additionally, a floater teacher must be available to work any shift during the hours this agency is open: 7:30 am to 5pm. A floater teacher has the secondary responsibility of supporting the classroom teaching team in providing a safe, nurturing environment where children have the opportunity to develop their cognitive, physical, and social-emotional capacity through exploratory play. The floater teacher follows the leadership of the Head Teacher to maintain positive expectations and utilize established strategies for a well-organized classroom that meets SVDH standards and regulatory requirements (e.g. California Department of Education, Licensing, etc.).

QUALIFICATIONS

The teacher aide must be prepared and able to follow the leadership of a Head Teacher and collaborate with the rest of teaching team to maintain a quality educational program. The following characteristics and abilities are vital for success in this role:

- Be at least 18 years of age, or a High School graduate.
- Familiarity in early childhood education and demonstrate interest, ability, and desire to work with young children from ages 24 months to 6 years old.
- Ability to facilitate developmentally appropriate curriculum through planned classroom activities and opportunities that scaffold a child's learning through play.
- Ability to observe and document the individual needs and progress of students for assessments.
- Commitment and ability to maintain SVDH standards of safety, conduct and communication with children, families, and colleagues in all SVDH-related interactions, including:
 - Use discretion and uphold confidentiality when communicating near children and about children and families.
 - Be present and reflective while collaborating with teaching team and additional support providers, such as coaches, behavioral health providers, etc.
 - Communicate and engage in a professional and respectful manner.
- Clearly communicate (oral and written) in the English language. The ability to communicate in another language is encouraged and considered a strength.
- Ability to collaborate with staff of diverse educational levels and experiential backgrounds.
- Commitment to honor the cultural needs and practices of students and their families.
- Willingness to collaborate with teaching teams to maintain clean, safe, and engaging classroom and outdoor learning environments.

- Ability to learn and use current software programs, applications, and devices, including Microsoft Office (Word & Outlook); Learning Genie; DRDP Online; ASQ Online, and iPad.
- Meet academic and agency requirements to obtain a Child Development Associate Teacher Permit by enrolling in classes until permit is obtained

PHYSICAL REQUIREMENTS

- Teachers must generally be in good health and be physically able to:
 - Participate in activities for the duration of your assigned shift that require constant standing, bending, lifting, sitting, and climbing of stairs.
 - Lift and carry small children and equipment (up to 50 pounds) as needed in daily and emergency situations using safe lifting practices.
 - Maintain certification in CPR and first aid for small children.
 - Report work-related personal injuries and accidents (regardless of how minor) in accordance with SVDH policy.

PRIMARY RESPONSIBILITIES

Under the immediate guidance of the classroom Head Teacher and supervision of the Early Educational Specialist the primary job responsibilities of the Teacher Aide will include, but are not limited to:

- Take an active role in maintaining a safe environment for children and staff:
 - Report injuries and/or health concerns to your supervisor or SVHD administrator.
 - Administer emergency medication, first aid and/or CPR when necessary.
 - Assist children in daily classroom routines such as naptime, snack, clean up, and going to the bathroom and/or changing diapers.
 - Complete Ouch Reports for all child injuries.
 - Provide continuous supervision of children using a documented “Active Supervision” plan.
- Uphold Mandated Reporter responsibilities and coordinate with the Head Teacher and program administrators to report any/all suspected child abuse.
- Support the maintenance of high-quality indoor and outdoor environments for learning that maintain safety and sanitation in accordance with SVDH policy and regulatory requirements:
 - Perform classroom and yard housekeeping tasks and food preparation in accordance with health and safety standards.
 - Clean and sanitize toys, bathrooms, and general classroom environments as regularly scheduled and as additionally required during contagious outbreaks. Assist teachers in classroom facilities related tasks such as vacuuming or sweeping floors, wiping tables, emptying trash, etc.
 - Ensure adequate classroom supplies and functional equipment.
 - Report safety hazards and needs for repair as soon as possible to the Head Teacher.
- Support the creation of a nurturing, respectful, and secure atmosphere for children and adults that will encourage language development, develop children’s knowledge and skills; promote social-emotional growth, and contribute to the formation of a positive self-image.
 - Facilitate intentional activities that contribute to a climate where children are actively engaged in meaningful learning experiences in the areas of language arts, social studies, literacy, math, science, art, movement, music, and social/emotional development.
- Aid a continuum of care between school and home to support children and families during the early childhood phase.

- Develop trusting relationships with caregivers that allow for the easy sharing of information.
- Collaborate with parents and additional support providers to identify, understand, and meet the individual needs of the children.
- Support a healthy organizational culture committed to clear, respectful communication and positive morale.
 - Follow the SVDH code of conduct, as outlined in the Employee Handbook, in all agency-related interactions with children, families/caregivers, colleagues, and community.
 - Support the effective resolution of concerns and/or issues by reporting concerns to your Supervisor and SVDH administration in a timely manner.
- Actively participate in team and agency meetings, staff in-services, and professional development courses and workshops.
- Assist in supporting agency-sponsored events for children and families, such as cultural and seasonal celebrations, Family Celebration, and classroom parent meetings.
- Under the leadership of the Head Teacher and program administrators, maintain a schedule with an assigned teaching team that will ensure appropriate adult/child ratios is always upheld as required by Licensing Regulations set forth by the Department of Social Service, the Child Development Division's Funding Terms and Conditions and the State Department of Education's Title 5 Regulations regarding Safety and Program Quality.

Teacher Aides may, at times, be asked to assist in matters, not be included in the job responsibilities listed above, to support the effective and efficient administration of the Day Home your initiative and goodwill on behalf of the children are appreciated and truly what makes the Day Home its best.

Saint Vincent's Day Home provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

I agree to accept the responsibilities of this position:

Employee Signature

Date

