

<b>Job Title</b>	Teacher's Aide
<b>PVN ID</b>	KB-2408-006411
<b>Category</b>	Instruction and Social Service
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Office of Student Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.83-\$16.83
<b>Hour(s) a Week</b>	25.00
<b>Closing Date</b>	Dec 12, 2024 (Or Until Filled)

## General Description

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The Teacher's aide will work with the teaching staff to provide a successful, safe, and supervised educational setting for children while they are in the child development center. This includes promoting the social, emotional, physical, and cognitive development of children. They shall possess an interest in children and their families and be sensitive to their needs. They must have the ability to work efficiently with others and be open to change.

## Other Duties

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Responsibilities will include but will not be limited to the following:

Curriculum and Supervision:

- Maintain classroom routines and schedules which include assisting in activities such as group time, choices, lunch, naptime, outdoor time, arrival and departure of children etc.
- Assist with providing a clean, orderly, physical environment, conducive to the optimal growth and development of children.
- Accept each child at their own developmental level and assist in individualizing activities that help the child grow to the maximum of their ability.
- Utilize playground time as a learning experience for the children and as a continuation of the classroom theme.
- Assist in providing children with their environment of acceptance which will help each child build the ethnic pride develop a positive self-concept, enhance their individual strengths and develop positive social relationships.
- Coordinate meal times including setup, meal preparation, serving, and clean up.
- Support Director and teachers in the general implementation of policies and procedures of the Child Development Center.

- Attend all staff meetings and participate in recommended training program conferences courses and other aspects of professional growth.
- Maintain confidentiality at all times.

#### Health and Safety:

- Follow all emergency medical or accident procedures.
- Participate in monthly fire drill.
- Maintain current CPR.
- Assure general maintenance and security up facility which includes ensuring that equipment and materials are in good working order and are sanitized on a regular basis.
- Assume an equal share of the joint housekeeping responsibilities of the staff.

#### Parent Involvement:

- Encourage parent involvement in all aspects of the program.
- Assist in aspects of the administrative component of the center i.e. parent meetings, registration fundraising, inventory control, public relations etc.

## Qualifications

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- High school diploma required.
- Experience working with children ages two to five years old.