

Job Title: Teaching Assistant

Reports To: Lead Teacher

Job Purpose:

The Teaching Assistant will support teachers in setting up the classroom, preparing and organizing materials, and getting equipment ready for use. Teaching assistant will supervise students and carry out purposeful lessons in a small group setting.

Requirements:

- College degree or in pursuit of, preferred
- High School Diploma
- Love of children
- Experience in an early childhood setting

Duties and Responsibilities:

- Support teachers in duties as assigned
- Set up and clean classroom
- Prepare materials daily for classroom activities
- Ensure technology is ready and charged for each day
- Follow lesson plans written by the teachers for specific language and listening goals in a small group setting
- Support students in social and developmental activities
- Supervise students when needed such as at lunch, recess, etc.
- Assist teacher in attending to toddlers; including diaper changes
- Greet children in car line, at the front door and in the classroom in a friendly manner
- Attend in-service meetings and complete 24 hours of continuing education as required by daycare state licensing
- Assist partner hearing pre-school teachers when in their classroom as needed
- Assist students with hearing aids and cochlear implants (training will be provided)