

# Teaching Assistant (Twos, Threes, Fours)

Responsible for the general supervision and management of a group of children, and will work in cooperation with and under the supervision of the teacher for that group.

## Key Responsibilities and Expectations:

- Assist, plan, and implement the daily program under the direction of the lead teacher. This includes planning activities for the children.
- Assist in planning, preparing, and caring for the environment. Make any suggestions that may benefit the program.
- Assistant teacher is responsible to fill in for the teacher as needed.
- Be familiar with all health and emergency policies of the program and be ready to implement them if necessary.
- Help with general housekeeping tasks.
- Assist the teachers in all appropriate ways. Ask questions if necessary. Continuous questions regarding the same topic are not necessary.
- Treat all children with dignity and respect and allow for individual differences. Deal with the children's individual needs and assist other staff with appropriate techniques. This may include diapering and/or taking a child to the bathroom.
- Attend all staff meetings and recommended training programs and conferences. Provide the director with documentation in accordance with licensing agency.
- Show initiative in the improvement of early childhood education, our program, and our curriculum.
- Supervise and interact with children in all activities. Maintain appropriate communication with staff, children, and families at all times.
- Be physically capable of performing all early childhood responsibilities involved in setting up, daily activities and clean up. These responsibilities include, but are not limited to sitting on the floor, swimming with children, carrying a gallon of milk, lifting a child off playground equipment if necessary, taking chairs off tables, **etc.**
- Inform the lead teacher or supervisor of any concerns or observations of a child or the environment that may be of interest or importance.
- Maintain an open, warm, and very professional relationship with all families. Be available for parent/teacher conferences as needed.

## Skills, Education and Experience

- Possess the educational requirements of the program's licensing agency.
- Be able to maintain a professional model towards the children, families, and co-workers at all times and be able to communicate professionally and openly.

The JCC of MidWestchester is an equal opportunity employer. The position is open to all and we do not discriminate on the basis of age, race, religion, gender, sexual orientation, color, disability, protected veteran status, gender identity/expression, national origin or any category protected by applicable law

JCC of Mid-Westchester requires that all employees be fully vaccinated (excluding any applicable reasonable medical accommodation).

Job Type: Full-time

Salary: \$22.00 - \$24.00 per hour

Benefits:

- Dental insurance
- Flexible spending account
- Retirement plan
- Vision insurance

Grade levels:

- Pre-Kindergarten

Schedule:

- 8 hour shift
  - Monday to Friday
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