

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota 55068

TITLE: Teaching Assistant

QUALIFICATIONS:

1. Experience and/or training in care of infants, toddlers, and preschoolers
2. Physical strength and endurance to provide bodily care to infants, toddlers, and preschoolers including lifting and diapering
3. Ability to role model positive communication, discipline and reinforcement techniques to parents
4. Ability to communicate well with parents and young children
5. Ability to work effectively as a team member
6. Ability to maintain confidentiality
7. Willingness to accept flexible schedule including evenings and weekends

REPORTS TO: ECFE Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Assist in planning and implementing children's educational program and learning environment.
2. Lead structured group and individualized activities as designed and directed by the teacher.
3. Work effectively with up to 350 different children and parents each week.
4. Change diapers or other clothing as necessary for infants and children who may be working on toileting skills or who are incontinent.
5. Handle routines such as escorting a child to the lavatory, or changing soiled clothing in order that the teacher may continue the instructional process with the majority of students.
6. Assist the teachers in matters of discipline and class control during the educational process so that disturbances do not disrupt the entire group or lead to safety problems.
7. Comfort and help children working through separation anxieties and fears.
8. Assist substitute teachers in delivering planned lessons in a manner that would preserve the continuity of routine and structure.
9. Take and supervise children on the large muscle equipment.
10. Actively play with children providing modeling, coaching, and creative play aids to them during free play periods.
11. Model appropriate techniques with children during parents' instructed observations through one-way mirror.

12. Practice confidentiality and data privacy in regard to family information.
13. Provide the general guidance as well as allowing for the independence needed for children to develop in all areas.
14. Discuss and provide information relating to the general and educational welfare of the children with the teacher and/or child study team.
15. Communicate with parents about children's activities and progress.
16. Participate in parent-child interactions.
17. Prepare and serve snacks and assist children during snack time.
18. Move equipment and rearrange environment for different age groups.
19. Prepare needed materials and supplies.
20. Assume responsibility for general housekeeping tasks in children's learning environment.
21. Perform other duties as assigned by the teacher.
22. Participate in staff meetings and in-services as requested.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Education. Flexible hours

EVALUATION:

Performance of this job will be evaluated annually by the Director of Community Education and the ECFE Coordinator.