



## **MHCEC Job Description: Teaching Assistant**

**Responsibilities:** The MHCEC Teaching Assistant is under the direct supervision of MHCEC Director. In the classroom, the Teaching Assistant is under the supervision of the Lead Teacher. The Teaching Assistant is responsible for supporting the Lead Teacher in developing and implementing a Reggio and Montessori Inspired education program for meeting the cognitive, physical, social and emotional needs of both the individual child and the group. The Teaching Assistant serves in a supporting position in which a lead teacher or other professional has ultimate responsibility for the design and implementation of educational programs and services.

### **General Responsibilities:**

1. Supports the teacher in establishing and maintaining an environment for children which is warm, safe, stimulating and is developmentally appropriate for each child.
2. Supports the teacher in creating a classroom that honors the image of the child as well as the developmental needs of the whole child.
3. Supports the teacher in the cleanliness, safety, appearance and décor of the environment of the classroom.
4. Supports the teacher in the transitions from the MHCEC mid-week program and the Sunday program. Works in collaboration with the MHCEC Director and the Youth Ministry Staff to make this a successful transition.
5. Assumes responsibility in joint housekeeping responsibilities of the staff. This would include helping maintain organization of the closets and upkeep of playgrounds.
6. Supports the teacher in providing an integrated curriculum that meets the needs of individual children and the individual pace of learning of each child.
7. Must be willing to take direction from the lead teacher and learn more about the philosophy and developmental needs of the children in the classroom.
8. Considers the individual child in relationship to his/her culture and socio-economic background.
9. Works with the lead in the responsibility of the health, welfare and safety of the children.

10. Is familiar with each child's files in his/her class and is knowledgeable about their medical and developmental histories.
11. Greets children and parents in a warm and friendly manner.
12. Allows the Lead Teacher to communicate with the parent/guardian about developmental, academic, physical and behavioral aspects of the child.
13. Stays emotionally present to the children in the indoor classroom and outdoor classroom.
14. Observes and listens to children as a second set of eyes to support teacher as they develop curriculum.
15. Works with other staff members to form a positive, supportive team atmosphere.
16. Must be punctual in arrival to work and work the days and hours to perform all assigned responsibilities and tasks, understanding excessive absences and excessive tardiness impact the quality of the program.
17. Must be punctual and timely in meeting all performance requirements, including to but not limited to, work deadlines.

**Additional Duties and Responsibilities:**

1. Attends all MHCEC staff meetings, supervisory meetings, team planning meetings and curriculum meetings scheduled by the Director.
2. Attends the MHCEC Orientation and set-up week prior to the start of school and the clean-up week following the last day of school.
3. Participates in Parent/Child/Teacher Child Orientation prior to school opening.
4. Attends Parent/Teacher conferences per school year to attend some conferences with teacher, assist in child care or help make curriculum materials.
5. Has effective communication skills with parents and responds to parents/guardians with sensitivity, interest and respect.

**Knowledge, Skills & Abilities Required:**

1. Ability to effectively interact and relate to children in a developmentally appropriate manner.
2. Must be sensitive to individual children's differences and needs.
3. Must be motivated to learn and grow in an education environment and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must be willing to work in a team environment and be willing to share ideas, be open to other's ideas and be flexible and willing to compromise.
5. Must be willing to learn and implement the Love and Logic philosophy.

**Working Environment and Physical Activities:**

1. Work is primarily performed in a classroom environment. Classrooms are dynamic with a high level of activity.

2. Must be flexible and be able to respond quickly and appropriately to changing situations.
3. Must be able to lift 40 pounds.
4. Assistant teacher must be able to meet physical demands of the job and have a signed and approved Medical Statement of Health with a renewal date from a certified health care professional.
5. Assistant teacher must be able to assume postures in low level positions that best allow physical and visual contact with the children.
6. Physically assistant teacher must be able to bend, stoop and sit on the floor.

**Requirements, Education and Experience:**

1. Must be at least (18) years of age and have a valid State of Colorado driver's license.
2. Encouraged to have 1 year prior experience working with children.
3. Encouraged to be Early Childhood Teacher qualified by the State of Colorado's most recently updated requirements to work in a licensed childcare facility.
4. CPR and First-Aid for Infant/Child required or received within the first 6 months.
5. Medication Administration Training – Already in possession or received within the first 6 months if deemed necessary by the Director.
6. Standard Precautions Training – Already in possession or received within the first 6 months.
7. Must be able to pass the CBI, FBI and CDHS background check.
8. Must meet the 15 hour requirement for Continuing Education. Opportunities will be provided by the MHCEC; however, completing all the hours will be the assistant's responsibility.
9. Must take the online classes required by the Colorado Licensing Rules and Regulations.

**Compensation:**

\$15/hr- 26.5 hrs a week

School year is Aug-May

**Contact:**

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