

Teacher Assistant/Aide

Job Advertisement

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| Location: | Creede Early Learning Center Creede, CO 81130 | Job Type: | Full Time/Part Time |
| Education: | High School Diploma or GED and 6 hours of ECE Credit preferred; not required | Sector: | Early Childhood Education |
| Languages: | English | | |

Position Overview

The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

Key Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

Additional Knowledge, Skills and Experience Required

- A love for and understanding of child development.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification (can be obtained upon hiring).
- Must clear full background check.
- Must pass health screening.

Physical Requirements

Must be able to lift up to 35lbs.

Employee Benefits

The CELC will pay employee for 15 hours at current pay rate of completed 15 CEU credits (Continuing Education Unit). Online CEU classes are provided by CELC. Personal Time Off (PTO) and Paid Vacation Days will accrue 7 days (56 hours) of PTO annually. Time accrual will begin after 90 day probationary period. All employees receive paid vacation for holidays that fall on normal working days (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day).

How to Apply

Send a cover letter stating relative experience and resume to Creede Early Learning Center P.O. Box 191 Creede, CO 81130; or email to creedekids@gmail.com. Download an application at

<http://www.creedearlylearningcenter.com/contact-us/employment>