



Job Description

Position: Preschool Teaching Assistant

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Teaching Assistant is part of the Preschool Classroom and will assist the Lead Teacher with instructional activities and non-teaching tasks. The Assistant will work under the supervision of the Lead Teacher and Preschool Manager.

Qualifications and Experience: The Teaching Assistant will possess a AA or BS in Early Childhood Education or related field, Step 4 or higher in the Oregon Registry Online(ORO), and be able to demonstrate the following: ability to respond appropriately to each child's developmental levels, to support each child's self-respect and to establish clear limits for behavior; ability to form positive relationships with children and adults; an ability to accept supervision, follow instructions, work independently and work as part of a team.

Responsible to Whom: Reports directly to the Preschool Lead Teacher and Program Manager.

Responsibilities for Children's Educational Program

1. Support children through "routine" times: mealtimes and clearing their places; brushing teeth, hand washing and "bathrooming".
2. Supervise children during self-selected activities and outside activities.
3. Assist in monitoring progress on IFSP goals and objectives.
4. Lead planned small group activities.
5. Assist in setting up for children's activities, snack, and lunch.
6. Maintain room and equipment, including sanitizing toys.
7. Participate in classroom team meetings and Center staff meetings.
8. Maintain the confidentiality of all client information.

Professional Standards:

1. Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)

2. Maintain state Child Care Division regulated training hours.
3. Maintain and update CPR certificate/Food Handler's card, safe driving record and required auto liability insurance.
4. Groom as appropriate for the job
5. Report at regular working hours, be punctual and use an appropriate work ethic
6. Participate in staff development activities and staff meetings for Preschool and OMCCF.
7. Follow established standards, policies, and procedures of OMCCF
8. Establish and maintain an ORO account and complete necessary 24 hours of training each ORO calendar year.

I have received, reviewed and fully understand the job description for the Teaching Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Date