

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: ARKANSAS CHILDREN’S TEACHER ASSISTANT

General Description of Duties:

Responsible for performing a variety of tasks related to care, training, and supervision of assigned consumers. Non-exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Read and write legibly; Communication

Certification/License: Annual TB Skin Test; CPR/First Aid

Education: High school graduate or equivalent; Current Child Development Associate (CDA) credential OR comparable credential and have been trained OR have equivalent coursework in early childhood development with a focus on infant and toddler development

Qualifications Preferred:

Knowledge, Skills, Abilities: Behavior management; Developmental disabilities; Interpersonal; Work with limited supervision

Experience: One year in related field.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 21

Major Responsibilities and Duties:

Be knowledgeable of consumer service delivery.

Demonstrate competency, good judgment and self-control in the presence of children and when performing assigned responsibilities.

Relate to children with courtesy, respect, acceptance and patience.

Recognize and respect the uniqueness and potential of all children, their families and their cultures.

Ensure that no child is abused, neglected or exploited while in care.

Report suspected abuse, neglect or exploitation to DFPS as specified in the Texas Family Code.

Supervise and instruct consumers in activities and objectives.

Help consumers with activities of daily living including the management of behaviors in a professional manner and demonstration of the necessary skills and techniques to intervene effectively if needed.

Guide consumers to classroom and transportation areas.

Perform cleaning activities in assigned area including laundry of blankets, clothing, etc. as needed.

Assist in the preparation of materials for consumer activities and objectives.

Document and perform record keeping as required.

Aid with food services as needed.

Participate in training, in-services, conferences, and seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking

Sitting for 1-2 hours consecutively

Driving vehicles

Standing 3-4 hours consecutively

Hearing for conversation

Stooping, kneeling, bending, twisting, crouching

Lifting up to 50 lbs.

Use of hand, wrist, fingers

Pushing/pulling up to 50 lbs.

Vision for driving and reading

Reaching overhead and in front of body

Walking for short distances

Responsible to: Supervisory Teacher

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date