



Opportunities, Inc.

Job Title:	Teacher Assistant (EIDT)	Department:	Arkansas Children's
Location:	Main Campus	Travel Required:	Limited
Classification:	Non-exempt	Position Type:	Full time

Job Description

SUMMARY

Under the supervision of the Early Childhood Development Specialist, the Teacher Assistant will assist with implementing program activities in the areas of cognition, communication, social and emotional, motor, and adaptive skills or to reinforce skills learned and practiced in occupational, physical, or speech-language therapy.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Education and Experience:

- High school diploma or equivalent required; Infant/Toddler and/or Preschool endorsed Child Development Associate (CDA) preferred
- At least one year of childcare experience required; one year of successful childcare experience working with developmentally at-risk children preferred
- CPR/First Aid Certification required
- Must pass criminal background check

Required Skills/Abilities:

- Computer Proficient
 - Basic navigational skills for Windows operating system
 - Ability to write and send professional emails in Microsoft Outlook
 - Basic use of Microsoft Word and Excel
- Excellent communication skills with parents, families, and coworkers.
- Ability to be patient and understanding when working with children and interacting with parents.
- Knowledge of childcare principles and procedures.
- Ability to relate to children and make the childcare facility an enjoyable atmosphere.
- Knowledge of early childhood teaching strategies.
- Exceptional planning and organizational skills
- Effective problem-solving skills
- Ability to remain calm in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES

- Works directly under the supervision of the Early Childhood Development Specialist.
- Participates in the assessment of the EIDT child in his/her classroom using the proper assessment tool as directed by the Early Childhood Development Specialist.
- Participates in the implementation of the Individualized Treatment Plan (ITP) to ensure the maximum treatment of the children served.
- Participates in the development of daily lesson plans as directed by the Early Childhood Development Specialist.
- Ensures collection and entry of service data in Therap, the Agency's online documentation system.
- Know and comply with the Texas Minimum standards for Child-Care Centers
- Assists in maintaining classroom supplies.
- Maintains visual supervision of the children at all times.
- Ensures positive emotional climate for the children by showing respect to others through a willingness to help others, by maintaining harmonious interpersonal relations, and through use of appropriate and

approved behavior management techniques under the guidance of the Early Childhood Development Specialist or Program Manager.

- Assists in maintaining an environment conducive to preventative discipline.
- Interacts with children in a positive manner.
- Fosters developmentally appropriate independence in children through planned but flexible program activities.
- Represents the program to parents, visitors, and the public in a positive way.
- Maintains a clean, safe, healthy, and sanitary learning environment for children by working under the supervision of the Early Childhood Development Specialist or the Program Manager to ensure that children are kept clean, clothing is changed when necessary, and toys and other materials are disinfected each day.
- Ensures that active involvement is maintained with children to promote gross and fine motor development during periods of physical activity.
- Immediately reports any information regarding health and safety concerns to the Early Childhood Development Specialist, Program Manager, and/or Nurse.
- Ensures that no child is abused, neglected, or exploited while in the care of the center; and reports suspected abuse, neglect, or exploitation of children to Texas Department of Family and Protective Services as specified in the Texas Family Code.
- Completes required annual training.
- Assists the Early Childhood Development Specialist with documentation.
- Performs housekeeping/janitorial functions, as needed.
- Performs duties and responsibilities in a manner consistent with the five core values of Opportunities, Inc.-integrity, compassion, accountability, respect, and excellence (iCARE).
- Performs any other related duties as required or assigned.

PHYSICAL REQUIREMENTS

- Prolonged periods of standing and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Will be exposed to illness-causing bacteria and viruses.

Supervisory responsibilities: None

Reports to: Early Childhood Development Specialist

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

I acknowledge that I have read and understand the requirements, major responsibilities and duties of the above job description.

Staff Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated By:	Sherry Young	Date:	3/9/2021