



9135 Stahala Drive, El Paso, TX 79924
www.suncitychristian.org/sun-city-cdc/index.html

JOB TITLE: Teacher Assistant

REPORTS TO: Child Development Center Director

PRIMARY FUNCTIONS: The Sun City Child Development Center is an organization committed to excellence and inspiration in early childhood and elementary education. We pride ourselves in being a Child Development Center that provides a curriculum that will prepare children to be lifelong learners. Our center is seeking an energetic, enthusiastic, and motivated individual to assist in a classroom for children birth to 12 years old with a variety of routine record keeping and teaching activities, child health, safety & developmental tasks, and compliance with all policies and regulations. Teacher Assistant is under immediate supervision of Lead Teacher

ESSENTIAL JOB FUNCTIONS:

- Assists Teacher in implementing developmentally appropriate curriculum in the classroom to include the social, emotional, cognitive and physical development of children from birth to 12 years old.
- Interacts positively with children individually and in small or large groups throughout the day.
- Assists Teacher with classroom and record keeping in compliance with Texas Department of Family and Protective Services (TDFPS) minimum standards and child care center standards, policies and procedures. Ensures compliance in absence of teacher.
- Ensures a safe, healthy learning environment. Performs daily health checks of children, as well as daily safety checks of indoor and outdoor environments.
- Ensures the healthy development of children through appropriate supervision of meals, snacks and rest periods.
- Provides positive guidance through appropriate discipline and classroom supervision techniques.
- Assists in maintenance of equipment and supplies required for appropriate curriculum and requests replacement as required.
- Routinely documents observed development of each child.
- Develops and maintains positive relationships with parents and participants through communication, conferences and by encouraging volunteerism and adult participation.
- Accepts guidance, coaching and direction by Teachers and other superiors.
- Conducts self in professional manner at all times in all interactions.
- May take over group occasionally in absence of Teacher.
- Attends parent functions annually as required, serving in any needed capacity.

REQUIREMENTS FOR ALL EMPLOYEES:

- Interprets, role models, and enables the center mission, leadership core values, to employees and the public.

Sun City Child Development Center
Teacher Assistant Job Description

- Follows all center policies and procedures, including safety procedures, at all times
- Communicates with all levels of staff and public as appropriate to the job.
- Conducts and attends meetings and training sessions as required, including participation annually in 30 hours of training per TDPRS minimum standards.
- Responsible for all equipment, supplies, documents and materials related to job.
- Communicates all problems and questions to supervisor.
- Complies with all federal, state, and local regulations.
- Assures proper storage of all records.
- May perform duties of assigned staff as needed; and performs other duties as required by supervisor.

JOB QUALIFICATIONS:

1. High school graduate or equivalent required.
2. Experience working with and around children in a care or educational setting; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities preferred.
3. Must be at least 18 years of age.
4. Willingness to follow direction from superiors required.
5. Love of children, patience, stamina and flexibility required.
6. Must be able to cope with emergencies and mediate or resolve disputes.
7. Must be a self-starter, have creative energy, and be enthusiastic.
8. Must be well organized and be able to handle multiple priorities.
9. Excellent verbal and written communication skills required.
10. Excellent interpersonal skills required.
11. Must be able to work under pressure with interruptions.
12. Must be able to make sound judgments.
13. Must be able to read, write and communicate in English.
14. Must acquire CPR, first aid and food handling certifications within 30 days of employment. Must maintain these certifications throughout employment.
15. Must supply physician statement of current negative TB test and freedom from communicable diseases.

IMPORTANT NOTICE:

This position is not limited to those duties listed in the job description. Duties and responsibilities can be changed, expanded, reduced or deleted to meet the business needs of the Sun City Child Development Center.

WORK CONDITIONS:

Please refer to Support Data Sheet.