



Warwick Child Care Center. Inc.

Job Description: Assistant Group Supervisor/Teacher s Assistant

General Description of the Job

The teacher s assistant serves as assistant to the teacher, under the supervision of the center's Director.

Specific Duties of the Job

- Interact with children in a manner that clearly conveys love and acceptance.
- Respond to the children by touching, holding, smiling and speaking in a positive tone of voice.
- Initiate classroom activities.
- Participate in supervising free play and outdoor play.
- Supervise and assist children with meals and clean up
- Assist and supervise children during toileting period and diapering.
- Assist teachers with curriculum planning and art work.
- Adhere to the daily schedule.
- Attend and participate in staff meetings.
- Assist with maintaining a clean, orderly, and safe physical environment.
- Use equipment and supplies conscientiously.
- Be flexible and willing to assist another employee in a time of need.
- Willfully perform housekeeping and kitchen duties as needed.
- Exhibit courteous behavior to parents, fellow employees, and teachers.
- Assist teacher with whatever is needed.
- Perform emergency duties when the need arises.
- Greet each parent and child daily.
- Give children individual attention, watching carefully for safety hazards.
- Participate in fire drills alternating months.
- Be able to perform all of the above duties with no day-to-day supervision.
- Participate in annual parent conferences and child assessment.
- Mandatory attendance required for staff development on Martin Luther King Day.

Required Knowledge Skills and Abilities

- Skills in patience.
- Skills in time management.
- Skills in remaining calm under pressure.
- Skills in talking with parents.
- Ability to get along with co-workers.
- Be flexible in working with different age groups.
- Be able to lift push and carry 40 lbs., sit for 30 minutes and stand for me hour.
- Be able to use all fingers on both hands, and have use of both legs, and be able to walk 500 feet.
- Have near and far vision correctable and depth perception.
- Be able to hear all types of sounds.
- Be able to read stories to the children.
- Be perceptive and aware of all children in your care.
- Be able to communicate properly and effectively with parents.
- Be able to work in all types of environments:
 - Inside and outside.
 - Office, classroom kitchen, and van.
 - Cold temperatures outside.
 - Steps or stairs.
 - Slippery or uneven working surfaces.
 - Working around moving objects.
 - Irregular work hours.
 - Noise tolerance.

Qualifications

- Be at least 18 years of age
- Meet the qualifications of one of the following:
 - High school diploma and 30 credit hours in education
 - High school diploma, 15 credit hours in education and one year of experience with children
 - High school diploma, GED, and two years of experience with children
 - First aid certification for all Fulltime employees and all employees that are opening or closing a center

Submit the following: (Required by the Pennsylvania Department of Public Welfare within 30 days of hire date)

1. Current physical exam with Mantoux TB Test. (Physical is at your expense)
2. State Police and Child Abuse Clearances (\$10.00 processing fee for each which is withheld from your first two paychecks)
3. Two forms of Identification.
4. Copy of a School Diploma and/or college transcripts.
5. Two letters of reference.
6. Babysitting release form.
7. If driving a Warwick Child Care van, complete the motor vehicle report to ensure you are a safe driver.
8. Complete the Professional Development Record.
9. Complete the New Orientation Training of six videotapes and submit the completed workbook.