



6101 N. Habana Ave. • Tampa, Fl 33614 • 813 872-6744 • Fax 813 872-6013

## POSITION DESCRIPTION

**Title:** Teacher Assistant (Early Childhood)

**Reports to:** Teacher

**Work Year:** 9.5 months

**Position Focus:** The Teacher Assistant works with the classroom teacher in the educational training and supervision of students. The classroom teacher supervises the Teacher Assistant. However, he/she may have periods of leadership in the teacher's absence.

### **Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principal in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

### **Position Parameters:**

- Be warm and nurturing with children
- Prepare instruction materials, manipulatives, art supplies, etc. for instruction
- Provide drill and review for individual students or small groups as directed by the teacher
- Assist with hands-on activities (cutting, pasting, cooking, etc.)
- Assist in the supervision of students during instruction (i.e., learning centers, circles, tables, computer)
- Assist in the supervision of students at recess, in the lunchroom, restrooms, naptime, on field trips, and in other activities
- Distribute parent notices, bulletins, etc. and place in book bags or portfolios

- Perform all clerical responsibilities assigned by the teacher (attendance, record keeping, charting, help with preparation of grade level newsletter, etc.)
- Communicate with the teacher regarding all aspects of the children's care as well as classroom management
- Assume additional responsibilities/tasks assigned by the classroom teacher
- Possess a strong work ethic, be punctual, and have minimal absences
- Maintain a professional self-image and project the mission and values of Cambridge Christian
- Adhere to all DCF and Cambridge Christian childcare policies and procedures

**Qualifications:**

- Must be 18 or older
- High school graduate/some college
- 2 years experience working with children in school related areas
- 40-hour certification in childcare or obtain by beginning training program within 90 days of employment
- CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- A Christian who is a member of good standing in a Bible believing church