



Job Posting Form

ATTACH A COPY OF THE JOB DESCRIPTION

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT

Title: Teacher Assistant Anticipated Starting Date: ASAP

Location: WTN - Granite Springs

Contact Person: Natalie Lattarulo

Salary Range: \$17-18 an hour

Regular: <input checked="" type="checkbox"/>	Temporary: <input type="checkbox"/>	Hours: _____
Full-Time (28+): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/>	
New Position: <input type="checkbox"/>	Replacement: <input checked="" type="checkbox"/> for Sonia Alvarez	

Fiscal Lead Accountant: Mai Ha Approved: Denied:

Funding Source Allocations: 2142

Signatures

Program Director: *Natalie Lattarulo* Date: 11/5/25

Fiscal Director: _____ Date: _____

Human Resources Director: _____ Date: _____

Chief Executive Officer: _____ Date: _____

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**Job Description
Teacher Assistant**

Immediate Supervisor: Teacher

Job Description

Under the direction of the classroom teacher, be able to assist in the creation and provision of appropriate environment and experiences to foster the physical, social, emotional, and intellectual growth of infants, toddlers and preschool children.

Responsibilities

- Demonstrate warmth and be supportive of children.
- Appreciate the strengths of children and help them to develop successful ways of managing.
- Become tuned into the nonverbal interactions of children.
- Maintain professional manner and respect confidentiality.
- Have knowledge of WestCOP's Child Supervision Protocol and Mandated Reporter status (OCFS).
- Have knowledge of the purpose and use of classroom and outdoor equipment and materials.
- Assist in the development of appropriate curriculum and materials for the classroom as well as for outdoor play.
- Assist in maintaining a positive, safe, and orderly classroom environment and be aware of how to provide flexibility to meet the needs of each child.
- Maintain awareness of job role as it relates to other center staff.
- Work as part of center team.
- Utilize proper channels of communication in center.
- Have knowledge of center's educational goals, objectives, and philosophy.
- Provide a positive model for children, including, but not limited to speech, body contact, and behavior.
- Speak to children in a friendly, positive, and courteous manner to stimulate curiosity and promote language development.
- Assist children to be comfortable, relaxed, happy, and involved in play and other activities.
- Find opportunities to help children to develop self-confidence.

- Carry out positive classroom disciplinary techniques.
- Develop knowledge of age-level characteristics of preschool children and a respect for individual differences.
- Have knowledge of and assist in carrying out the established daily schedule.
- Contribute to the ongoing planning of the program and assist in the implementation of those plans.
- Carry out special activities for small (five to eight member) groups of children.
- In the absence of the head teacher, may be responsible for supervising the total classroom.
- Assist teacher in transferring parents' goals and expectations into established classroom goals.
- Assist in developing communication between home and center.
- Participate with classroom teacher in parent conferences.
- Share observations of children and parents with classroom team.
- Participate in maintaining required ongoing records of children.
- Have knowledge of all personnel policies of center, including, but not limited to those related to absence, lateness, sickness, etc.
- Have knowledge of center procedures for handling emergencies, including, but not limited to fire drills, late pickup, accidents, etc.
- Accept supervision from classroom teacher and other designated supervisors.
- Maintain confidentiality of all materials handled in the performance of duties and responsibilities.
- Attend staff meetings, committee meetings, training sessions, and parent meetings, when applicable.
- Maintain confidentiality of students, parents, program, and all materials handled in the performance of duties and responsibilities.

Key Working Relationships

Internal: Head Teacher, Teaching Team, Director, Education Coordinator, Center Staff, parents and children

Minimum Requirements

- High School Diploma
- TA certification
- CDA (within 18 months of hire)
- Experience in child care settings or additional early childhood education
- Must be able to lift at least 50 pounds

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

February 2019