

JOB TITLE: TEACHER'S ASSISTANT

Reports to: Classroom Teacher
Part-time, Non-Exempt Position

WORKING FOR CEID:

CEID is a non-profit organization recognized as a unique best practices site that focuses on communication and family oriented support promoting learning and growth for the whole team. This is a rare opportunity to be a part of a collaborative cross disciplinary team to share progressive professional expertise and knowledge that provides a strong foundation for students, family and staff alike.

JOB DESCRIPTION:

The CEID Classroom Teacher's Assistant is under the direct supervision of the Teacher. The Teacher's Assistant will provide support to the teacher in all areas of the classroom activities. Monday through Thursday/Friday 8:45am-12:15pm. Position is 16-20+hours/week. Assignment can be either to our Toddler Program (working with children 18 months to 3 years old) or our Preschool Program (working with children 3 to 5 years old) based on need.

The Teacher's Assistant will assist with a class of up to 9 children, ranging in age from 18-months to 5 years. The teacher's assistant will provide support to the teachers in all areas of the classroom activities; assist in the preparation of art, snack, and teaching materials; attend weekly team planning meetings; work cooperatively as a team member; perform related duties and special projects as assigned by the teacher and Program Director.

JOB RESPONSIBILITIES:

- Provide a stimulating, developmentally appropriate, and safe classroom environment for young children
- Assist teachers in supervision, observation and interaction with the children
- Help coordinate snack, fine/gross motor skills, art, math, science, motor and cooking activities
- Help with daily preparation and clean up
- Maintain a clean classroom, including the adjoining bathroom
- Assist children with toileting or diapering needs
- Alert the teacher when supplies are running low or when toys and equipment are in need of repair
- Maintain confidentiality of all program operations
- Work cooperatively with parents and staff

KNOWLEDGE, SKILLS AND ABILITIES

Required

- Early childhood education and/or child development coursework or related field

- Strong, effective interpersonal communication skills, initiative in engaging children in activities, ability to life small children, capable of identifying and monitoring special needs of children
- Skill in sign language preferred
- Knowledge of typical child development and the importance of play
- Knowledge of special needs and competency working with diverse families

Desirable

- 6 units or more completed (or enrolled in) early childhood education
- Experience with deaf culture and history of deaf education
- Knowledge of adaptive equipment and community resources for children with multiple special needs
- Spanish language fluency

SALARY AND BENEFITS

Based on qualifications and experience. Range begins \$17-\$20/hour. As this is a part-time position working less than 30 hours a week, benefits are not offered.

APPLICATION PROCESS

Applicants should send their resume, transcript, and a cover letter describing their qualifications and their interest in the position to CEID via email to anna@ceid.org.

CEID is an Equal Opportunity Employer