

Infant/Toddler Teacher Aide
Community Action Partnership of Western Nebraska

1 Position Available

\$7.50/hr.

Work in Gering, Nebraska

40 hours per week

Working Monday through Friday, year around

Position open until filled

Notice: A complete job application is required for all applicants.

Equal Opportunity Employer

Contact: Human Resource Department
3350 10th Street
Gering, NE 69341
Phone: 308-635-3089
Fax: 308-635-0264
Email: hr@capwn.org

Position Description

Assist in the implementation of the education and parent involvement objectives in accordance with the Department of Health and Human Services Administration for Children, Youth, and Families (ACYF), Early Head Start Performance Standards and state licensing or National Association for the education of Youth Children (NAEYC) accreditation

Typical Duties and Responsibilities:

1. Assist teacher in the implementation of program curriculum, development appropriate practices and maintaining a safe, healthy and nurturing education environment that ensures a quality child development program.
2. Translate communication between teacher, child and family, using family's primary language, when appropriate.
3. Provide child care at parent meetings, conferences, etc. as requested.
4. Assume responsibility for the daily operation of classroom in the teacher's absence.
5. Recruit eligible children for the program to ensure full enrollment.
6. Assist in the effective use of inventory and maintenance of materials, supplies, equipment, facilities and grounds.
7. Encourage community involvement and support for the program.
8. Maintain standards of confidentiality regarding children, families and staff.
9. Participate and contribute to a quality program through team meetings and goals and program assessment.
10. Perform other duties as assigned.

Scope of Position:

- Report to teacher, receive direct supervision.

- Work is delineated by performance standards, written plans, current policies, and curriculum.
- Work is evaluated by outcomes produced.
- Typically includes quality experiences in classroom, support of transportation system, communication with and support of parents and team development.
- Advocate for children and families in the community.
- Typical contacts are with children and families and all levels of staff and external contacts are with community in support of the program.
- Model positive regard for program in the community.

Knowledge, Skills and Technical Abilities:

- High school diploma or equivalent required.
- Must obtain Child Development Associates credential within twelve (12) months of hire.
- Experience in education of infant/toddler children preferred.
- Requires proficient level of communication skills oral and written, and teamwork.
- Experience in working with families from various ethnic backgrounds is preferred.
- Basic level of computer knowledge is preferred.
- Current CPR and First Aid card or must be able to acquire.
- Complete 40 contact hours of education annually in subject matter related to position.

Working Conditions:

- Classroom 75%
- Off-site training 25%
- Will work some evenings and weekend meetings and training.
- Occasional out-of-town travel for training.

Major Accountabilities:

1. Assist teacher in ensuring that children have grown socially, emotionally, cognitively and physically.
2. Safe and healthy environment for children.
3. Respectful interactions with parents and community.
4. Regular communication and information sharing with teacher.
5. Responsible for a facility that meets local, state, federal and NAEYC accreditation requirements.
6. Completion of documentation and reports in a timely manner.

Physical Requirements:

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to move about, getting up and down from floor play with children.
3. Age 18 or above
4. Must be able to lift 50 lbs.
5. Physically able to perform job.

Benefits: Health/Dental/Life Insurance, Cafeteria Flex Plans, 401k retirement plan with guaranteed company match, PTO (Paid Time Off), and Wellness Program.