

JOB DESCRIPTION

JOB TITLE: Substitute Teacher Assistant

EMPLOYER: Martin Luther King Community Center

DEPARTMENT: Education

REPORTS TO: Director of Education

SUMMARY:

This position is responsible for supporting the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education; assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents; observing and documenting children's interest and progress, and relays that information back to staff; implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

DUTIES AND RESPONSIBILITIES:

- Assists in the implementation of curricula activities and encourages participation by children.
- Actively engages in activities; manages cleanliness, maintenance, and availability of classroom materials.
- Encourages self-help and good hygiene through behavior modeling.
- Helps ensure smooth, daily transition from home to childcare center.
- Follows all center policies and state regulations.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- **Certificates, licenses and registrations required:**
 - Child/Adult CPR and First Aid certification.
- **Computer skills required:**
 - Word Processing Software (Word);
 - Electronic Mail Software (Outlook);

- **Other skills required:**
 - Positive energy.
 - Ability to work well with others.
 - Strong oral and written communication skills.
 - An understanding of child development.
 - Excellent leadership, organizational, and interpersonal skills.
 - Must pass DCYF background check and submit record of all state of RI mandated (vax)

COMPETENCIES:

- **Productivity** - Manages workload, works efficiently, meets goals and objectives.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand.
Continually required to walk.
Continually required to sit.
- Continually required to utilize hand and finger dexterity.
Continually required to climb, balance, bend, stoop, kneel or crawl. Continually required to talk or hear.
- Continually required to taste or smell.
- Frequently exposed to outside weather conditions.
- Frequently exposed to extreme heat or cold.
- Occasionally exposed to bloodborne and airborne pathogens or infectious materials. While performing the duties of this job, the noise level in the work environment is usually loud.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include: close vision; distance vision.