



VACANCY ANNOUNCEMENT
TEACHER AIDE – FULL TIME

Closing Date: *Until Filled.*

**TOWN OF ENFIELD
JOB DESCRIPTION**

DEPARTMENT OF SOCIAL SERVICES - ENFIELD DAY CARE

TEACHER'S AIDE

GENERAL STATEMENT OF DUTIES: Duties involve the assisting of head teachers, teachers and teacher's assistants with routine Day Care Program activities in accordance with prescribed rules and procedures of the Day Care Program. May be required to specialize in a certain area of learning.

SUPERVISION RECEIVED: Reports to Head Teacher, Teacher and Teacher Assistant.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS: Regular and punctual attendance; coordinating with teacher in planning, executing and evaluating activities; providing special attention to children who require such; assisting in routine activities such as naps, meals, bathroom, dressing and trips; distributing teaching materials and equipment; assuming responsibility for group and program in absence of the teacher; cooperating with teacher in developing and maintaining relationships with parents; performs related work as required; assists in writing progress reports; arranges and maintains teaching materials and equipment; must report directly to Head Teacher concerning classroom issues that are not resolved.

OTHER JOB FUNCTIONS: Other duties as needed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to climb, stoop, crouch, reach with hands and arms, stand walk, use hands to finger, handle, feel or operate objects, tools or controls. Is frequently required to hear or talk.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided.

The noise level in the work environment is usually to moderate to loud.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Some knowledge in the teaching and training of children; ability to maintain simple records; ability to maintain orderly conduct; ability to communicate with children. Required to take 18 hours of professional development courses for full time aides and 9 hours for part-time aides to meet state guidelines.

EXPERIENCE AND TRAINING: Associates Degree in Early Childhood Development or related field, or Child Development Associate (CDA) certificate, and a minimum of one (1) year of experience in a responsible day care position. Any equivalent combination of education and experience. Must meet all standards for NAEYC accreditation.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.
Adopted: May 1, 2006

Apply on-line at www.enfield-ct.gov

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F

