



Teacher Aid/Floater

Position summary: To assist the classroom teacher in preparing materials and working with the children in the classroom. Work on maintaining standards updates and changes.

Reports to: Program Director, Lead Teacher, Teacher - Works at all times under the supervision of at least 1-teaching qualified staff person.

Supervisory Responsibility: None

Salary Range: \$15 - \$17 per hour

Required education and experience:

Education

1. 16 years old, OR
2. High School diploma or G.E.D.

Experience

1. None

Additional eligibility qualifications:

1. Evidence of medical physical within 1-year of employment and a statement from a physician that the applicant can do the job.
2. Evidence of mandatory vaccinations or immunity to communicable diseases (including TB).

On-going education, training, certification:

1. Annual CPR and First Aid, Infant & Child.
2. Participate in the Center's required professional development.

Travel: To and from other PMLC locations and occasional offsite training.

Responsibilities/Core Functions:

- All staff serve as mandated reporters as stipulated under state laws governing center locations.
- All staff ensure all needs of children are met.
- Classroom contribution:
- Assist with the health and safety of the children in the classroom.
- Assist with maintaining classroom practices consistent with MA EEC or CT OEC laws and regulations at all times.
- Assist with maintaining classroom practices consistent with all Playful Minds policies and procedures.
- Assist with daily classroom safety, organization, and cleanliness: includes washing, vacuuming floors, and other general light housekeeping tasks.
- Assist with ensuring all dangerous material, equipment or cleaning supplies are not within reach of children.
- Report all incidents and accidents to the Program Director and complete all documentation required.
- Notify the Program Director immediately in case of unreasonable behavior from staff, children and parents, or of any parent complaints received.
- Care for room and equipment (report repair or replacement needs).
- Children:
- Assist with maximizing the growth and development of children and protecting the group and the individuals within it.



- Assist with responding to children's individual needs and support the development of self-esteem, self-expression, autonomy, social competence, and school readiness.
- Assist with nurturing and responding to the children.
- Assist with the support of children in the development of self-esteem, independence, and self-regulation.
- Assist with the support of children in the development of social competence.
- Assist with guiding children in a positive and consistent way based on an understanding of the individual needs and development of children.
- Have a method of communicating effectively with each child.
- Assist teacher with required child:staff ratios at all times. Never leave the room out of ratio or unattended.
- Know the whereabouts of every child.
- Use proper handwashing before handling food, after diaper changing, blowing noses, using bathrooms, caring for a sick child, and handling of animals, etc.
- Never allow anyone to pick up a child from the Center that does not have the proper identification.
- Assist with the escorting of transportation children to and from vans/buses. Ensure the driver signs out on the Sign-Off sheet.
- Never allow unauthorized persons on the grounds.

Other responsibilities:

- Cooperate with the Director and other staff in those activities involving the while Center.
- Greet and treat parents, children, and staff with kindness and respect.
- Arrive in the classroom on time, as scheduled, and remain with the group.
- Awareness of the whereabouts of every child.
- Paperwork is completed and up to date.
- Daily care for room and equipment and report items needing repair or replacement.
- Assist with food program (set-up and clean-up) as needed.
- Perform duties as assigned by the Program Director.

Skills/Competency:

- Genuine enjoyment when working with children.
- Strong verbal communication skills.
- Contributes to an atmosphere of teamwork.
- Comfortable around students, staff, and parents.
- Quickly and effectively reports problems.

Work environment: Office work. Classrooms. Outside play areas.

Physical demands: Lift children up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

Expected hours of work: 8.5 hours per day during the center's core hours with an unpaid 30-minute meal break.