



Position Title:	Early Childhood Center, Teacher's Aide
Position Status:	Full-time & Part-time
FSLA Classification:	Non-Exempt
Reports to:	Director, Early Childhood Center

Position Purpose

Under general supervision, supports the classroom teacher in administering programs to provide educational development opportunities to early childhood education students. Facilitates learning by establishing a relationship with lead teachers and pupils through learning resources and the classroom environment. Develops and fosters the appropriate skills and social abilities to enable the optimum development of children, according to age, ability, and aptitude.

Essential Functions

- At the direction of the ECC Director and/or lead classroom teacher, assists with teaching and/or implementation of daily activities and duties.
- May support daily activities as determined by the lead teacher and/or Director.
- Prepares materials and classroom environment as directed by the Director and lead teacher.
- Assists with and participates in all classroom activities, including but not limited to arrival, dismissal, snack and mealtimes, recess, and choice time.
- Supports the rules of conduct and creates a warm and welcoming learning environment.
- Under the direction of the lead teacher, ensure order in the classroom and throughout common areas of the campus, including the outside spaces such as the playground and garden.
- Reports and discusses pupils' academic and behavioral attitudes and achievements with the lead classroom teacher and/or Director.
- Assists with classroom record-keeping and home communication.
- May assist with field trips.
- Collaborates with the lead classroom teacher and all departments and offices as required or requested.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Organizes meals and snacks for children.
- Helps children maintain good hygiene.
- Diaper changing of infants and toddlers as well as toilet training support, as needed.
- Assumes other job-related duties assigned by the immediate supervisor.

Qualifications

- At a minimum, a high school diploma or a general educational development certificate (GED) and 2 years of experience working with children in a childcare or classroom center.
- Ability to support the implementation of the curriculum, utilizing teaching methodologies as determined by the lead classroom teacher and/or Director.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Familiarity with content, curriculum, methods, materials, and equipment for early childhood education.
- Ability to assist with facilitating activities for children that encourage healthy growth.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.

- Ability to exercise control and maintain classroom discipline.
- Knowledge of child development theory and practice.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative is conscientious and provides complete follow-through on areas of responsibility.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrates a deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

Physical Requirements and Work Environment

- Be able to lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional classroom environment with moderate noise level as well as outdoor facilities and settings.

As a condition of employment at SCH's ECC, staff must have all the documentation listed below. This is a compliance requirement for the State of Pennsylvania Office of Childhood Development and Early Learning.

1. Two written letters of reference that specifically recommend you for work in child care
2. Official college transcripts
3. Copy of diploma (highest earned)
4. PA Child Abuse History Clearance through the Department of Human Services *
5. FBI Fingerprinting Clearance through the Department of Human Services*
6. Criminal Record check less than 60 months old under "Employment" Education*
7. If you have resided outside of PA within the previous five years, you must obtain the following clearances from that state:
 - a. A state criminal history check;
 - b. State sex offender registry check; and
 - c. State child abuse and neglect registry check.
8. [National Sex Offender Registry \(NSOR\) verification](#)
9. [Certificate of Completion of Mandated Reporter Training](#)
10. [Childcare Employee Data Sheet](#)
11. [Child Care Employment Verification Form](#)
12. [Childcare Staff Health Assessment, including TB testing](#)
13. [Signed Disclosure Statement](#)
14. [Certificate of completion of Pediatric CPR and First Aid](#)

Application Procedures:

Interested candidates, please e-mail a cover letter, resume, contact information for three professional references, and two written letters of recommendation to careers@sch.org. One of the references must be from a current or previous supervisor.

*The Early Childhood Center at Springside Chestnut Hill Academy is an Equal Opportunity Care Provider.
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